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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, January 5, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Committee Members Present: Randy Allgaier, Anita Booker, Gerardo Perez
Committee Members Absent: Val Flood
Council Members Present: Charles Siron, Lara Sallee, Joe McMurray
Others Present: Joe Fera (Council Support), Carol Kleinmaier (Training Needs Assessment Consultant)

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1. Introductions

2. Review/Approve Agenda
The agenda was approved by consensus.

3. Review/Approve Minutes
The minutes from November 3, 2003 were approved by consensus.

4. Announcements
CM (Council Member) Siron announced there is an Infrastructure and policy Committee meeting on Wednesday. January 7, 2004. This will be a joint meeting with the Planning Committee and everyone is welcome to attend, the discussion will be focused on the ISM (Integrated Service Model) development.

CM Allgaier announced he sent an email to the Yahoo! Group regarding the ADAP (AIDS Drug Assistance Program) rally. Please be aware of the current ADAP developments and read the email, which was sent out on January 5, 2004.

5. Public Comment
There was no public comment.

6. Discuss Results of the Training Needs Assessment
Carol Kleinmaier passed out an executive summary and a much longer interpretation of the results and recommendations from the Training Needs Assessment. The raw data is also available by request. She reviewed how the data was categorized and the general results of the Assessment. The results of the separate section of the Assessment for Committee Co-chairs, were also discussed. The training goals recommended in order of importance were:

1. Facilitation Skills
2. Use of Robert's Rules of Order
3. Guidance of the Comprehensive Three Year Plan
4. Council Polices- creating more clarity around current Council Policies

The Committee discussed these results. The results will also be presented to the Steering Committee and Carol Kleinmaier may also make recommendation to the Membership Committee. For further information, please refer to the handout or request a copy from Council Support.

7. Recommendation for 2004 Prioritization
The Committee discussed the results of the evaluations of the Prioritization process and developed recommendations for the Planning Committee. The following recommendation will be included in a presentation for the Planning Committee and the full Council:

- Each presenter will be asked to have three-four objectives of the presentation, which will be mentioned at the beginning of the presentation.
- Discussion time for the Council will be built into presentation times.
- Council should provide better guidelines to presenters
- Presentations should also include written materials.
- Depending on the skill-level of the presenter, a member of the Council could co-facilitate the presentation.
- Preview presentations when possible
- Consider hiring an independent facilitator to help create a more cohesive process
- Group discussions on a quarterly basis to allow Council Members to discuss what has been presented up until that point and how the topics interrelate.

CM Allgaier will design and present a PowerPoint presentation.

8. Next Meeting Date & Agenda Items
The next Evaluation Committee meeting is on Monday, February 2, 2004.
Possible agenda items include:

- Committee Calendar
- Other committee activities
- Grantee Assessment Results

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HIV Health Services Planning Council
Evaluation Committee Meeting Agenda (DRAFT)
Wednesday, May 14, 2003
25 Van Ness Ave., Rm. 330
5:30 p.m. - 7:30 p.m.

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Item	Presenter	Time
1) Introductions	Group	5:35
2) Announcements	Group	5:40
3) Public Comment	Group	5:50
4) Goals and Mission of the Committee	Group	6:00
5) Next Steps from the Grantee Assessment Task Force	Randy Allgaier	6:25
6) Co-Chair nominations	Group	6:50
7) Set Next Meeting Date & Time	Group	7:00
8) New Business/Next Meeting Agenda	Group	7:10
9) Adjournment		7:30

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Membership Committee | Planning Committee | Steering Committee

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SF HIV Council: Evaluation Committee Meeting – DRAFT MINUTES
Wednesday, May 14, 2003
25 Van Ness, Room 330B

Evaluation (Home) Committee Council Members: Randy Allgaier, Anita Booker, Ali Riker,Mjay Sanders
Other Council Members: Brad Hume, Charles Siron
SFDPH AIDS Office: Laura Thomas, Michelle Dixon-Long, Russ Zellers
Other: Jessica Berman, Shanti

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The meeting was called to order at 5:35 p.m. and was adjourned at 6:40 p.m.

Introductions
Newly appointed Council member Anita Booker was introduced and welcomed, both to the Council, and to the Evaluation Committee.

Announcements
Laura Thomas (SFDPH AIDS Office) announced that there will be a training/information session preceding the May Council meeting about the African American Transgender community; this is a community that the Council has identified needing more information about. The session will begin at 3:30 p.m. Brad Hume reminded the group that because of the new structure all committees are now subject to the Sunshine Ordinance, this means that agendas must be posted a minimum of 72 hours in advance of each meeting and that quorum requirements now apply. It was noted that all of the 'home committee' members of the evaluation committee (Randy Allgaier, Anita Booker and Ali Riker) were present; Brad Hume also stated that additional Council members will be assigned to this committee. Both Anita Booker and Brad Hume announced that they are going to be away in the next few weeks; Brad Hume will not be present at the next Steering or Council meeting.

Public Comment
There was no public comment.

Review and Approval of the Agenda
Randy Allgaier suggested changing the order of some of the agenda items, after which the agenda was approved.

Grantee Assessment Task Force & Tasks of the Committee
The group reviewed the tasks that were assigned to this committee under the recent restructuring; namely:
- To monitor the implementation of priorities
- To evaluate the effects of priorities/decisions
- To ensure that funding matches priorities
- To ensure that Council Activities are in line with the Council

The group then further defined and distilled these 'macro-tasks' into the following list of activities:
- Evaluating needs assessment activities, including comparing to prior need assessments
- Developing guidelines, mechanisms and parameters for evaluating services, and reviewing summary sheets/program information
- Reviewing the prioritization process

- Reviewing the AIDS office's implementation plan and updates
- Evaluating the effectiveness of programs
- Evaluating the activities, and results, of other committees, and feeding this information back to the committees
- Review summary sheets/other information and developing recommendations for the Council
- Evaluating specific service categories
- Standards of care evaluation, and incorporation of this into decision making
- Reviewing consultant's reports (e.g. Integrated Standards P?? report)
- Reviewing the information available for each service category
- Quality management
- Reviewing AO report and/or current program activities
- Evaluation of Council activities (e.g. Three year plan)

Committee members also identified the need to begin their evaluation activities by determining:
- Which tools, measures and mechanisms to use
- Conversing with other committees to determine what information is needed for evaluation activities, and then collecting this information
- Determining what (relevant) information is available/collected by the AIDS office, and then gathering this information
- Determining what additional information/data is needed, and then collecting this information

Mjay Sanders commented that many committee/Council members, and members of the public who attend these meetings, bring with them different experiences in evaluation, as well as variety of evaluation techniques, and that making use of these resources will help the committee in achieving its goals. He also highlighted that matters will come to the Evaluation committee after going through their "home committee's" processes, and therefore, that the focus of this committee is evaluating of the products of the previously determined process, in order to provide feedback to committees that will influence future work.

Russ Zellers stated the need for the committee to be sensitive to the type of data that it collects, because it's important that the committee's efforts do not become diluted by excess information. Randy Allgaier commented that "guiding this type of activity" falls under the purview of the Council's Community Director (position is not currently filled), and that this committee will work closely with him/her.

Laura Thomas suggested reviewing the Integrated Services report (that was written by a consultant), to ensure that the report's key findings are incorporated into this year's prioritization process; another idea was to evaluated the ROI (Return on Investment) of the time and money that was committed to this (and other) reports. Discussion also brought to light the idea of the committee evaluating standards of care. Although this was idea was well received, Michelle Long-Dixon and Russ Zellers cautioned the committee to proceed carefully because collecting this type of evaluation may be somewhat premature because providers have not implemented (because they are not yet contractually obligated to) evaluate/ing their process. For further clarification, Council members presented the example of circulating a questionnaire to providers in order to get information that isn't currently being collected. SFDPH staff did not voice opposition to this idea; and they will present what

(types) information they currently collect to this committee at a future date.

Evaluation is the last of the committees to meet before the Steering committee, and Laura Thomas and Brad Hume concurred with one another about the need for the committees to negotiate about the tasks they've began to commit to. This will prevent overlap and inject clarity into the process, and will begin at the upcoming Steering committee meeting.

The committee identified its first step as: gathering information from the other committees.

Committee's Goals & Mission Statement
The Evaluation committee's mission statement is "To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations."

Co-Chair Nominations
Randy Allgaier and Anita Booker were nominated as the committees co-chairs; the next co-chair nominations will be held in early October.

Meeting Date & Time
The Evaluation Committee will meet on the first Monday of each month, from 5:00 – 7:00 p.m.; the next meeting will be held on June 2, 2003

Next Meeting
Agenda items for the next meeting include:
- Feedback from the Steering Committee
- Developing a plan on how best to communicate with, and what information is needed from, other committees
- Presentation from SFDPH AIDS office about the types of 'service quality' information they're currently collecting from providers.

- Other meetings will also examine the types of information most useful to collect for evaluation activities, where to get this information, what tools are needed to conduct activities, and how best to determine/determing what information is missing.

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Meeting Agenda (DRAFT)
Monday, June 2, 2003
25 Van Ness Ave., Rm. 330 A
5:00 p.m. - 7:00 p.m.

Item	Presenter	Time
1) Introductions	Group	5:00
2) Review/Approve Agenda	Group	5:05
3) Review/Approve Minutes	Group	5:10
4) Announcements	Group	5:15
5) Public Comment	Public	5:25
6) Feedback from the Steering Committee	Randy Allgaier	5:35
7) Information & Communication Plan *Develop a plan on how best to communicate with, and what information is needed from, other committees*	Group	6:05
8) Financial Evaluation *Discussion about the need to evaluate the finances and how best to proceed with this task*	Group	6:30
8) New Business/Next Meeting Agenda	Group	6:55

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HIV Health Services Planning Council

SF HIV Council Evaluation Committee Meeting – DRAFT MINUTES
Monday, June 2, 2003
25 Van Ness, Room 330A

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Home Committee Members: Randy Allgaier, Anita Booker
Absent: Mjay Sanders (Excused), Alissa Riker (Vacation)
SFDPH AIDS Office: Laura Thomas, Michelle Dixon-Long,
Other: Jessica Berman, Shanti

The meeting was called to order at 5:11 p.m. and was adjourned at 6:40 p.m.

Introductions

Announcements

Laura Thomas reviewed a document prepared by Russ Zellers about the types of 'service quality' information available from Health & Human Services (HHS).
a) Monitoring Reports & Year End Reports
o Accomplishment of process objectives
o Accomplishment of outcome objectives
o Quality assurance activities (e.g. client record and agency document review process)
o Staff development activities
o Client satisfaction results
b) Where comprehensive monitoring was conducted the following information is available
o Results of chart reviews
o Documentation of service linkages
o Review of program policies and procedures
o Agency response to grievances
o Assessment of program environment and accessibility

HHS also has information available for evaluation purposes (e.g. utilization data, consultant reports, information by service subcategory presented during prioritization); in the future information will be available about compliance with standards of care.

Russ Zellers will be invited to make a more detailed presentation at the Committee's next meeting.

In response to a question, Michelle Long-Dixon clarified that agencies receive a comprehensive review once every three years; and agencies that have a commendable monitoring rating for three consecutive years are eligible for a shorter review process the next year.

Agenda/Minutes
The agenda and minutes could not be approved because the meeting was without quorum. Approval of the May 14, 2003 minutes was tabled for the next meeting.

Feedback from Steering

Randy Allgaier reported back about the May Steering Committee meeting. With the new committee

structure, and the overlapping of goals, activities and interdependence of committees, increased coordination and communication is necessary. The Steering Committee will continue to meet on the third Monday of each month from 5:00 – 6:00 p.m., and will be the central information sharing and coordination body for the committees. (Anita Booker has another commitment that conflicts with the regular Steering Committee meetings.)

Laura Thomas noted that because of the similarity in tasks, the Evaluation and Infrastructure & Policy Committees will need to work closely with one another.

Information & Communication Plan

The committee will begin working on an information and communication plan at the next meeting. Anita Booker recommended beginning by reviewing the goals of each committee. Randy Allgaier suggested creating a template that will include what information is needed to meet goals, and where to best access the information. Further discussion was tabled until the next meeting.

Financial Evaluation

Members provided feedback to the AIDS office about the financial information that was distributed at the May 27, 2003 Council meeting. Michelle Long-Dixon noted that the document was not designed for the Council; it was created because it was a HRSA requirement. Ideally, first a simpler and better explained document would have been created for the Council to review, and then it would have been followed by the document prepared for HRSA.

The AIDS office will present a "trial run" of the budget information, in a new format, to this committee before the July Council meeting. The new format will include more descriptive headings, show the previous year's totals and the percentage difference. Randy Allgaier also suggested adding brief narratives to further clarify the information being presented.

General discussion about new member orientation, highlighted the need to provide training in how to read financial statements; this recommendation will be forwarded to the Membership Committee.

Michelle Long-Dixon questioned the role this committee will have in Grantee Assessment.

Next Meeting & Agenda
Agenda items for the Monday, July 7, 2003 meeting
1) Presentation by Russ Zellers (DPH) about the types of "service quality" information available from HHS
2) Fiscal Presentation by the AIDS office in preparation for the July Council meeting
3) Review the goals of the committees and discuss potential overlap
4) Review and prioritize the tasks and goals determined at the first Evaluation committee meeting in preparation for developing a timeline and workplan

Documents to bring to the next meeting:
Copies of the May and June meeting minutes
Copies of the goals of each of the committees
Copies of the "service quality" information prepared by Russ Zellers (check if necessary)

Support task: copy russ zellers info for eval home committee meeting members.

All minutes are considered in draft form until approved by the Evaluation Committee.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Evaluation Committee Meeting Agenda (DRAFT)
Monday, July 7, 2003
25 Van Ness Ave., Rm. 330 B
5:00 p.m. - 7:00 p.m.

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Item	Presenter	Time
1) Introductions	Group	5:00
2) Review/Approve Agenda	Group	5:05
3) Review/Approve Minutes	Group	5:10
4) Announcements	Group	5:15
5) Public Comment	Public	5:25
6) Feedback from the Steering Committee	Randy Allgaier	5:35
7) DPH Service Quality information *Presentation by Russ Zellers (DPH) about the types of "service quality" information available from HHS Zellers*	Russ Zellers	6:05
8) Financial Review *Fiscal Presentation by the AIDS office in preparation for the July Council meeting*		6:30
9) Committee Review *Review the goals of the committees and discuss potential overlap*		
10) Information & Communication Plan *Develop a plan on how best to communicate with, and what information is needed from, other committees*		
11) Prioritize Goals and Tasks *Review and prioritize the*		

tasks and goals determined at the first Evaluation committee meeting in preparation for developing a timeline and work plan

12) New Business/Next Meeting Agenda — Group — 6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, August 4, 2003
25 Van Ness Ave., Room 330 A
5:00 p.m. – 7:00 p.m

DRAFT

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:05
3. Review/Approve May, June and July Minutes	Group	5:10
4. Announcements	Group	5:15
5. Public Comment	Public	5:25
6. Discuss Evaluation of Prioritization Process	Group	5:35
7. Next meeting date & agenda items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, August 4, 2003
25 Van Ness Ave., Room 330 A
5:00 p.m. – 7:00 p.m

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Committee Members Present: Randy Allgaier, Anita Booker, Mjay Sanders
Others Present: Leah Crask (Council Adm. Asst.), Laura Thomas (HIV Health Services), Russ Zellers (HIV Health Services)

1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve May and June Minutes
The minutes for May 14, 2003 and June 2, 2003 were approved.

4. Announcements
There were no announcements.

5. Public Comment
There was no public comment.

6. Discuss Evaluation of Prioritization Process
The committee discussed ideas around developing an evaluation for the prioritization process. Laura Thomas mentioned she has surveys she passed out after each prioritization Council meeting in the past. She will send these to the committee members. Randy Allgaier mentioned three important areas to look at will be:
Did Council members receive the information they needed to make decisions?
Could Council members absorb all of the information presented?
How effective was the prioritization process?
The Committee also mentioned looking at the differences between first time Council members experiences and those who have been on the Council for a while and gone through prioritization before. HRSA also has a self-assessment of the prioritization process, which the committee could also consult. The committee will include questions about the usefulness of presentations and pre-trainings and how to make Council members feel as if they are more fully participating. The committee might also review the amount of meetings and whether members were satisfied with the fewer more intensive meetings. The question of how consumers, providers and the Department of Public Health were included in the prioritization process should also be address in the evaluation. The committee agreed to request time on the agenda to mention the evaluation at the end of the prioritization meeting to let Council members know they would be receiving it in the near future. The final evaluation will be emailed out on September 3, 2003 to Council members.

The committee agreed on the evaluation format to include:
Information/Education- accessing and synthesizing
Process-fair, useful, incorporated provider and consumer, with the goals of the Council
Nuts and Bolts- meeting length, logistics, space, food

Overall-General. what would you change

7. Next meeting date & agenda items
The next Evaluation Committee meeting will be on Wednesday. August 20, 2003 from 5:00-7:00 p.m.
The September committee meeting will be on Tuesday, September 2, 2003 from 5:00-7:00 p.m.

Agenda items will include discussion of the drafts of the prioritization process evaluation and the Council meeting evaluation.

The meeting was adjourned at 6:35 p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Wednesday, August 20, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:05
3. Review/Approve Minutes *July and August 4, 2003 Minutes*	Group	5:10
4. Announcements	Group	5:15
5. Public Comment	Public	5:25
6. Create/Discuss Draft Evaluation of Prioritization Process	Group	5:35
7. Discuss Evaluation Tool for Council Meetings	Group	6:35
8. Next Meeting Date & Agenda Items	Group	6:55

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Wednesday, August 20, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Committee Members Present: Anita Booker, Randy Allgaier
Committee Members Absent: Mjay Sanders
Council Members Present:
Others Present: Leah Crask (Council Adm. Asst.), Laura Thomas (HIV Health Services)

1. Introductions

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2. Review/Approve Agenda
The agenda was approved

3. Review/Approve Minutes
The minutes for July 7, 2003 and August 4, 2003 were approved.

4. Announcements
Laura Thomas reminded the committee there will be a meeting on Thursday, August 21, 2003 with the journalists visiting form Africa. Please contact Laura for further information or refer to the announcement sent out on the Yahoo! group.

5. Public Comment
There was no public comment.

6. Create/Discuss Draft Evaluation of Prioritization Process
Council Member Allgaier presented a draft evaluation for the prioritization process. He explained that changes could also be made after the meeting itself. In the draft evaluation, he tried to ask question about Council members feels around being sufficiently informed and prepared. In the future, evaluations should be done after each presentation to the Council. The Committee discussed the draft evaluation form. It was decided to include a question about whether new members felt the information in the presentations was accessible. The committee also discussed asking how long the Council Member filling out the evaluation had been on the Council and add to the instructions if a Member was not at a meeting or does not feel like they can answer the question it can be left blank. The Committee decided to include an explanation of qualitative and quantitative after these words in parentheses. The Committee will also ask Council Members to explain in detail their numeric ratings for each question.

The second part of the evaluation, for the prioritization meeting itself will be discussed at the next committee meeting on September 2, 2003. This part will include questions about the logistics of the meeting. The draft Council Meeting evaluation will be used as a guide to create this section of the prioritization evaluation. A question will be asked specifically about Robert's Rules of Order, if it is a useful framework and are the basics understood. A question will also be about if there was enough discussion time before voting and if the progression of votes happened in a logical manner. Council Members will be asked if they were satisfied with the outcome of the meeting and will be encouraged to comment on there feeling.

A memo, to be used as a cover for the evaluation, will also be drafted for the next committee meeting.

7. Discuss Evaluation Tool for Council Meetings
The committee reviewed the draft of the Evaluation Tool for Council Meetings. The committee suggested the following changes:

- For question 1, *The information received prior to the meeting, either in hard copy or electronically, adequately prepared me for the meeting.* **Ask if the information was received in enough time to review before the meeting (add this as a new question).**
- For question 5, *The presenters were will prepared and presented their information in a clear, **understandable** and concise manner.(***Added word in bold) It is important for the presenters to say upfront what the objective of the presentation is and what the Council should take away from the presentation- or the key points.**
- Question 3, *In the discussion and debate of the issues taken up at the meeting, I felt my point of view was adequately expressed and understood*, should be moved to before question 7, *Please rate this meeting on a scale of 1-10, 10 being excellent.*
- Add a question about whether there was enough time to discuss each issue on the agenda.
- A question about satisfaction with the food at meetings could also be added.

In the future the Committee might work with the Infrastructure and Policy Committee to see how the meeting structure and committee meetings are working for Council Members.

8. Next Meeting Date & Agenda Items
The next meeting will be held on Tuesday, September 2, 2003 from 5:00-7:00 p.m.
Agenda items:
-review the two new sections of the prioritization evaluation
-review changes to the general meeting evaluation

The meeting was adjourned at 6:32 p.m.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Tuesday, September 2, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:05
3. Review/Approve Minutes *August 20, 2003 Minutes*	Group	5:10
4. Announcements	Group	5:15
5. Public Comment	Public	5:25
6. Discuss Draft Evaluation of Prioritization Process *Specifically discuss the two new sections of the evaluation and approve final evaluation.*	Group	5:35
7. Review Changes to Evaluation Tool for Council Meetings	Group	6:35
8. Next Meeting Date & Agenda Items	Group	6:55

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Tuesday, September 2, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Committee Members Present: Randy Allgaier, Anita Booker
Council Members Present: Valerie Flood, Charles Siron, Charlene Pugh
Committee Members Absent: Mjay Sanders
Others Present: Joe Fera (Director of Community Support), Laura Thomas (HIV Health Services)

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1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve Minutes
The minutes from August 20, 2003 were approved.

4. Announcements
There were no announcements.

5. Public Comment
There was no public comment.

6. Discuss Draft Evaluation of Prioritization Process
The committee reviewed and approved the Evaluation Tool with the following changes:

1. Add a demographics section at the end of the survey
2. Add a brief introduction to Part II

Council staff was asked to create a master document and send to all Council Members in the next two days.

The motion to approve the Evaluation was called by Council Member (CM) Allgaier, seconded by CM Booker and unanimously approved by the committee.

7. Review Changes to Evaluation Tool for Council Meetings
The Committee reviewed the Council Meeting evaluation and approved the changes.

8. Next Meeting Date & Agenda Items
The next meeting will be on Monday, October 6, 2003 from 5:00-7:00 p.m.
Agenda items will include:

1. Update on Evaluation forms
2. Elect new Co-Chairs
3. Discuss the "division of labor"

4. How to evaluate the Council Structure
5. Creation of committee calendar for the year.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, October 6, 2003
25 Van Ness Ave., Room 330 A
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *September 2, 2003 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Grievance Proceeding *Committee review of grievance filed with the Council.* Continuum-15 minutes Susan Shea /Catherine Geanuracos /Michelle Long Dixon-20 minutes Continuum – Rebuttal-10 minutes Susan Shea /Catherine Geanuracos /Michelle Long Dixon Rebuttal Continuum Final Remarks- 5 minutes Susan Shea /Catherine Geanuracos /Michelle Long Dixon Final Remarks- 5 minutes if needed *Public Comment- 10 minutes*	Group	5:20
7. Committee Co-chair elections *Close nominations and elect new committee co-chairs.*	Group	6:45
8. Next Meeting Date & Agenda Items	Group	6:55

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Tuesday, October 6, 2003
25 Van Ness Ave., Room 330 A
5:00 p. m. – 7:00 p. m

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Committee Members Present: Randy Allgaier, Anita Booker, Val Flood, Gerardo Perez, Mjay Sanders
Committee Members Absent:
Other Council Members Present: Brad Hume, Darnell Durio, Margot Antonetty, Joe McMurray, John Conley, Catherine Geanuracos, Charles Siron
Others Present: Leah Crask (Council Adm. Asst.), Joe Fera (Director of Community Support), Laura Thomas (HIV Health Services), Mark Cloutier (Continuum), Russ Zellers (HHS), Michelle Long Dixon (HHS), Ann Holmes (Continuum)

1. Introductions

2. Review/Approve Agenda
The agenda was amended to add time under item six, before public comment, a Committee discussion regarding the grievance proceeding. The agenda was approved as amended.

3. Review/Approve Minutes
The minutes of September 2, 2003 were approved. Council Member (CM) Sanders abstained from voting.

4. Announcements
Laura Thomas distributed a flyer for the HIV Positive Youth Assessment, which San Francisco State University interns are working on for the Council. The results of this project will be reported to the Council

Joe Fera announced if any Council Members have not turned in their evaluation of prioritization, please turn it in to the Evaluation Committee or Council Support as soon as possible.

Russ Zellers asked that the Committee put Fall Unfunds on the next agenda. CM Allgaier mentioned he would talk to Steering to find the appropriate Committee to discuss the Unfunds.

5. Public Comment
There was no public comment.

6. Grievance Proceeding
CM Allgaier introduced the grievance proceeding and mentioned that this is a new procedure and the Committee consulted the by-laws for information. The decisions the Council makes are difficult ones, and the procedure for this grievance hearing was outlined on the agenda. CM Allgaier mentioned that all parties involved should feel free to ask questions after the person speaking is finished. After the proceeding, the Committee has sixty (60) days to make a recommendation to the full Council. The Committee will look at how to proceed with a recommendation during the discussion after the grievance proceeding. The Committee decided to move to agenda item seven, Committee Co-chair Elections, while they waited for a few more people who were going to attend the proceeding.

Mark Cloutier from Continuum opened the proceeding with his remarks. Please see his written remarks as attachment A. The Committee then asked questions regarding Mr.Cloutier's comments.

CMs Geanuracos, Antonetty and Michelle Long-Dixon (HIV Health Services) presented their remarks on behalf of the Council, the Planning Committee, and HIV Health Services respectively.

Mr. Cloutier rebutted that the question is how important is improving the health status of triply diagnosed people. Does the Council agree with the funding choice it has made?

CM Geanuracos responded that many of the decisions made in the past year are to make sure all the service categories are able serve the most severe need populations. CM Sanders also spoke as an unaffiliated consumer, regarding the Council's decisions.

Mr. Cloutier explained more about the population Adult Day Health services serve.

CM Antonetty, Geanuracos and Conley responded to the comments from Mr. Cloutier.

The Committee then conducted a discussion of the grievance proceeding among the Council Members Present. CM Allgaier thanked everyone in attendance. CM Booker and CM Hume commended Mr. Cloutier for his courage and thanked him for coming. The committee then discussed the recommendation to the Council. The Committee agreed to come up with ideas to recommend to the Council and then one person on the Committee will craft a draft response for the next Committee meeting, and present this to the Council at the November 22, 2003 meeting. Ideas for crafting the response to the grievance included:

- Research different methodologies to adopt for next year's prioritization process
- Start asking for health outcomes data from the Department of Public Health and integrate this into next year's prioritization process
- Not recommending reprioritization of the service category list at this time
- Address the other issues mentioned in the grievance letter
- Strive for recommended Council Member demographics
- Address issues around conflict of interest

Mr. Cloutier encouraged the Council to look at resources on evidence-based decision-making.

CM Allgaier agreed to write a draft letter of response for the next Committee meeting.

Mr. Cloutier thanked the Council for receiving his grievance.

(For further information on the grievance proceeding please refer to the audio recording.)

7. Committee Co-chair elections

The Committee announced that nominations for Committee Co-chair are now open and CM Booker cannot run for Co-chair because she is a new Council Co-chair. CM Booker nominated CM Flood and CM Flood accepted the nomination. CM Allgaier was nominated at the last committee meeting. Nominations were closed and the Committee voted all in favor of the two nominations for co-chair, therefore CM Allgaier and CM Flood are the new Committee co-chairs.

8. Next Meeting Date & Agenda Items

The next meeting will be Monday, November 3, 2003 from 5:00-7:00 p.m.
Agenda items include:
-Review draft of response to grievance
-Discuss evaluations from prioritization
-Potentially discuss the unfunds

The meeting was adjourned at 6:50 p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, November 3, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *October 6, 2003 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Review Draft Response to Grievance-VOTE *The Committee will review the draft response to the grievance and vote to forward the response to the full Council.*	Group	5:15
7. Discuss Results of the Evaluation of Prioritization *The Committee will discuss the results of the evaluations of the Prioritization process and develop recommendations for the Planning Committee.*	Group	5:40
8. Committee Calendar Creation *The Committee will develop a calendar of activities.*	Group	6:10
9. Discuss the Training Needs Assessment *Discuss the Training needs Assessment and possible committee support.*	Group	6:40
10. Discuss Development of an Assessment of Council Support	Group	6:50
11. Next Meeting Date & Agenda Items	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, November 3, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Committee Members Present: Anita Booker, Randy Allgaier, Gerardo Perez, Val Flood
Committee Members Absent:
Council Members Present:
Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Michelle Long Dixon (HIV Health Services)

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1. Introductions

2. Review/Approve Agenda
The agenda was approved by consensus.

3. Review/Approve Minutes
The minutes from October 6, 2003 were approved by consensus.

4. Announcements
Joe Fera announced The San Francisco Redevelopment Agency (SFRA), the Administrator of the Housing Opportunities for Persons with AIDS (HOPWA) Program for San Francisco, San Mateo, and Marin counties, is convening a public hearing to collect public input on housing issues of people living with AIDS that will be considered when making allocation considerations for year 2004 HOPWA funds. The public hearing is scheduled for: Wednesday, November 19, 2003 from 6:00-8:00 p.m. at the SF Redevelopment Agency, 770 Golden Gate Ave, 3rd Floor, Commission Room.

5. Public Comment
There was no public comment.

6. Review Draft Response to Grievance-VOTE
The Committee reviewed the draft response to the grievance. CM Allgaier explained that the two Committee co-chairs reviewed the draft response and then went over the main points for the Committee. This would be the summary to give to the full Council. CM Allgaier mentioned the summary points out that the grievance procedure was followed in accordance with the Council's bylaws. The Committee discussed the draft and Joe Fera mentioned under the Council demographics for African American women, the Council currently has two HIV+ African American women, one who is an unaffiliated consumer and one who is an affiliated consumer.

Cm Allgaier stated a motion to approve the document with the change regarding African American female Council Members. CM Flood seconded the motion. The Committee voted all in favor of the motion.

CM Allgaier agreed to update the change in the document and send a copy to Council Support to include in the Council Member packets. He will also prepare a power point presentation for the November 24, 2003 Council Meeting.

7. Discuss Results of the Evaluation of Prioritization
Joe Fera gave a brief summary of the results from the Prioritization Evaluations. Council Support agreed to send a summary of the comments and the percentages of the answers to the committee via email. The Committee will discuss suggestions to give to the Planning Committee regarding 2004 Prioritization at the next meeting.

The Committee discussed possible recommendations for future prioritizations. It was suggested to check in with Council Members through out the process, to make sure Council Members feels they are getting the information they need to make decisions. Possibly having a meeting or two were Members can discuss the topics and how the information is all linked together, having small group discussions. It was mentioned; in the future conducting exit interviews to receive information about why Council Members are leaving and what they believe is not working in the Council may be helpful. Making the prioritization process more interactive might help Members retain the information; also defining anachronisms is very important for many Members.

The Committee will come up with some suggestions for the Planning Committee at the next meeting.

8. Committee Calendar Creation
The Committee discussed topics for the Committee Calendar. The Committee reviewed and revised the Committee tasks document and removed, Assure Council activities are in line with Council Priorities, from the document. (Please see the attached revised Committee Tasks document for changes made)
Some topics included:
December- a recommendation to Planning Committee for 2004 prioritization
Assisting Council Support on a report regarding the Three Year Plan, Goals and Objectives
Work on various Evaluation Tools for outcome objectives
Quarterly funding information from DPH
Quarterly check with the Three Year Plan
Grantee assessment
Evaluation of Prioritization

The Calendar in the Grantee Assessment should be part of this Committees calendar. Joe Fera agreed to do a draft calendar for the Committee looking at the grantee assessment and quarterly report, looking at the MOU. CM Allgaier and CM Flood agree to go to the Infrastructure and Policy Committee meeting to discuss placing the Grantee Assessment in the Evaluation Committee.

9. Discuss the Training Needs Assessment
CM Allgaier asked if there was anything the Committee could do to help with the Training Needs Assessment. Joe Fera explained this project is on a very tight timeline and he would like to present a report at the November Council Meeting. The Committee discussed creating evaluation tools once the trainings are implemented and creating tools for the new Member orientations.
The results of the Training Needs Assessment will be included in the December Committee meeting to work on future evaluations.

10. Discuss Development of an Assessment of Council Support
The Committee discussed the development of an Assessment of Council Support. The committee agreed it is too soon to evaluate Council Support and recommends to the Steering Committee to hold off on the Assessment next year.

11. Next Meeting Date & Agenda Items
The next Evaluation Committee meeting will be on December 1, 2003, from 5:00-7:00 p.m.
Some possible agenda items for the next meeting include:

- Finalize recommendations to the Planning Committee regarding Prioritization
- Review the Committee calendar

CM Flood will not be at the next Committee Meeting.
The meeting was adjourned at 6:45 p.m.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, December 1, 2003
25 Van Ness Ave., Room 330 A
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *November 3, 2003 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Discuss Results of the Training Needs Assessment *Carol Kleinmeyer and Joe Fera will present the results of the Training Needs Assessment and the Committee will discuss a Council training plan.*	Group	5:15
7. Recommendation for 2004 Prioritization *The Committee will discuss the results of the evaluations of the Prioritization process and develop recommendations for the Planning Committee.*	Group	6:10
8. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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From: Leah Crask [lcrask@SHANTI.ORG] **Sent:** Mon 12/1/2003 2:13 PM
To: SF_HIV_Health_Services_Planning_Council@yahoogroups. Com (E-mail); SF Docs
Cc:
Subject: CANCELLED Evaluation Committee Meeting- tonight
Attachments:

The HIV Health Services Planning Council - Evaluation Committee meeting scheduled for tonight, December 1, 2003 from 5:00-7:00 p.m. is cancelled and will be rescheduled at a future date.

I apologize for the short notice.

Thank you,
Leah

Leah Crask
Administrative Assistant
HIV Health Services Planning Council
730 Polk Street, 3rd Floor
San Francisco, CA 94109
Phone: (415) 674-4768 / Fax: (415) 674-0371
Email: lcrask@shanti.org

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, January 5, 2003
25 Van Ness Ave., Room 330 B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *November 3, 2003 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Discuss Results of the Training Needs Assessment *Carol Kleinmeyer and Joe Fera will present the results of the Training Needs Assessment and the Committee will discuss a Council training plan.*	Group	5:15
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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, February 2, 2004
25 Van Ness Ave., Room 710 (7th Floor)
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:05
3. Review/Approve Minutes *January 5, 2004 Minutes*	Group	5:10
4. Announcements	Group	5:15
5. Public Comment	Public	5:20
6. Discuss & Develop Committee Calendar *The Committee will discuss and develop the Evaluation Committee Calendar.*	Group	5:25
7. Discuss Committee Member Tasks *The Committee will assign roles to various Committee Members to be in charge of the different Committee activities/tasks.*	Group	6:25
8. Next Meeting Date & Agenda Items	Group	6:55

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San Francisco

HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, February 2, 2004
25 Van Ness Ave., Room 710 (7th Floor)
5:00 p. m. – 7:00 p. m

Committee Members Present: Randy Allgaier, Anita Booker, Valerie Flood, Geraldo Perez

Others Present: Leah Crask (Council Adm. Asst), Deborah Kingori (Program Assistant), Joe McMurray (Council)

1. Introductions

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2. Review/Approve Agenda
The Agenda was approved by consensus.

3. Review/Approve Minutes
The January 5, 2004 minutes were approved.

4. Announcements
There were no announcements.

5. Public Comment
There was no public comment.

6. The Committee discussed and developed the Evaluation Committee Calendar.

CM Allgaier instigated a discussion on the need for clarification on the tasks. He feels that there is a general mandate of a mission statement. Yet, some tasks were distributed to more than one committee. Evaluation must observe the timing of the committees of which we will be interfacing. The grantee assessment tasks are unclearly divided between Infrastructure and Policy (I and P) and Evaluation.
CM Allgaier explained the definition of grantee assessment. By mandate through the Ryan White Care Act, the Planning Council is supposed to assess the Department of Public Health's Administration of Care Act funding. This includes:

- How it does in developing funding programs for prioritization
- If those funds are going to those in need,
- If the money is going quickly and timely to the agencies that it pays –
- How it deals with the council.

It is an assessment of everything that the AIDS office does – whether or not it is doing quality management well. CM Allgaier explained the history of the grantee assessment.

In working with the DPH and Council Support, and in knowing that Council Support is small, there is a question of what their capacity to work with us on this is-- whether it would be collecting the data, collecting the questionnaires to the providers, or questionnaires to certain

clients. It is necessary to coordinate with I and P. The grantee assessment is one project that this committee will probably complete.

It is done over a couple of months. The timeline is vague because the documents containing some of the information needed is timely for the AIDS office, because it has to do with contracting. In order to make sure that it is relevant, it must be done in conjunction with their schedule as well.

Is the grantee assessment an internal process that is meant to circumvent a future problem? It is a means of accountability between the Evaluation Committee, and the AIDS office. It is shared knowledge and each party involved helps the other to accomplish the goal of service in the best way possible. The Committee brainstormed various tasks including their mission statement. These tasks included the evaluation of grievances, prioritization, needs assessment, consumer input/community forums, and grantee assessment.

According to Leah Crask, it appears that the Evaluation Committee is looking at the Council's process, the AIDS offices' process, the grantee assessment, and assessing again, through looking at all of that; how well it is all working schematically. It appears that there are three components or levels. The final level is comprised of individuals that have severe needs. Upon looking at it that way, and upon seeing the first part is evaluating the council's own process and tasks, an evaluation of the prioritization process, an evaluation of outreach, evaluation of community input will be implemented. Leah Crask is trying to start an update of the Evaluation Committee's progress with the three-year plan and the accomplishments. She can bring this update to Evaluation, and then it will not be her effort alone. Thereafter, it can be brought to Planning.

Evaluating the council structure
The Committee discussed how their work supports the work of the other committees. The Evaluation Committee only evaluates. The other committees do the implementation. Evaluation serves as their support – providing them with needed data, information, and recommendations.

The following Evaluation Committee Matrix and Calendar resulted from this discussion.

Draft Evaluation Committee Calendar
(February 2, 2004)

Prioritization Evaluation-
Develop tool- **June**/ July
Send out to Council Members- **August**/September
Make recommendations to Planning Committee-November

Evaluate Council Structure-
Develop tool, finalize-March
Send out to Council Members- April

Community Input Evaluations- after Community Forums and in Prioritization Evaluation

Grantee Assessment-review grantee assessment calendar

Three-Year Plan Evaluation- March

Council Support Evaluation- December

Needs Assessment- when planned (group with Planning Committee Members)

Assessment of the Needs Assessment- after completion of the next needs assessment (compare new and former needs assessments)

Evaluation Committee Proposal

The mission of the Evaluation Committee is to evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations. In order to achieve this goal, the Evaluation Committee must look at a how the Council makes its decisions, the implementation of these decisions by the Department of Public Health's AIDS Office and the impact of these decisions and implementation on the system of care.

The Evaluation Committee has designed a three-tiered assessment matrix- that will, in total, meet the mission of the committee. In addition, each evaluation analysis may be used in its own right to provide feedback to on specific areas important to the Council and/or the AIDS Office.

The first tier evaluates the Council's decision-making process. By regularly assessing the Council's own internal mechanism, the Council will be able to continually refine its structure and process. This will meet the Council's goals to: 1) Provide Council members with the effective tools and relevant information to achieve the best possible decisions for prioritizing CARE funds; 2) Support Council members through an organizational structure that facilitates a dynamic and functional Council; 3) Support Council members' skills development and on-going training needs so each Council member has an opportunity to be a skilled, responsive and creative community planning; and 4) Support the Council through skilled, culturally competent facilitative leadership.

The second tier evaluates the implementation of the Council's decisions. Implementation by the AIDS office is accomplished by assessing the administrative mechanism (Grantee Assessment). This assessment will evaluate if the grantee efficiently and rapidly disbursed funds to the areas of greatest need as defined by the Council's prioritization.

The third tier evaluates the overall system of care by assessing the success of the system of care's ability to serve the needs of people with AIDS in the EMA and improving their health outcomes. Measuring the real impact of the Council's prioritization and the grantee's implementation will be accomplished by comparing the results and data identified from the most recent and the previous needs assessments. The Evaluation Committee will be involved with the development of new Needs Assessment activities to ensure that the project will lend itself easily to a comparative analysis with the results of previous Needs Assessments. Additionally, after

the completion of the Needs Assessment and the Comparative Analysis the Committee will conduct an evaluation of the Needs Assessment.

Evaluation Matrix

Tier	Goal	Projects Needed to Achieve Goal
1 Council	Assessment of Planning Council's Process and Decision Making to ensure that the Council's process and structure lead to well informed and appropriate decision making.	1. Prioritization Evaluation 2. Council Infrastructure Evaluation 3. Evaluation of Community Input Mechanism 4. Three Year Plan Evaluation 5. Assessment of Needs Assessment 6. Evaluation of Council Support
2 Grantee	Assessment of the Administrative Mechanism to ensure that the grantee is implementing the Council priorities appropriately and allocating funds to the areas of greatest need.	1. Grantee Assessment
3 System of Care	Assessment of the impact of Council prioritization decisions and the implementation of these priorities by the AIDS Office for severe needs populations living with AIDS.	1. Needs Assessment (in conjunction with the Planning Committee) 2. Comparative Analysis of Current Needs Assessment Findings with Former Needs Assessment Findings

Detail of Evaluation Matrix Tier I - Council

Project	Frequency	Evaluation Tools Needed	Calendar and Details
Prioritization Evaluation	Annual	1. Monthly Council Meeting Evaluations 2. Evaluation of Annual Prioritization Activities *includes:* a. Evaluation of Prioritization Retreat b. Evaluation of Prioritization Process c. Evaluation of Community Input to measure the relevance and impact of mechanism(s) used to solicit community input to inform Council's decision making.	Monthly Council meeting evaluations will be collected monthly and analyzed quarterly. In order to assess Council meeting prioritization related presentations. Results of all these evaluations will be incorporated into the Annual Evaluation of Prioritization Activities. The tool to evaluate the Annual Prioritization Activities will be developed in June/July Distribution in August and returned by late September **A report will be submitted to the Planning Committee in November**
Council	Every	1. Evaluation of Council Infrastructure	Evaluation Tool will be finalized in

Infrastructure Evaluation	2 Years	*includes:* a. Assessing how well the Committee Structure facilitates a streamlined and informed Council b. Evaluating Council Leadership including meeting facilitation skills and cultural competency c. Evaluation of Council Trainings and Training Needs	March (updated each time this assessmen occurs) Distribution of Evaluation tool to Counci Members in April **Report on the results of this assessmen submitted to the Infrastructure and Policy Committee in June.**
Community Input Mechanism	Annual	1. Community Event Participant Evaluations 2. Evaluation of Annual Prioritization Activities (see Prioritization Evaluation) section assessing the relevance and impact of mechanisms utilized to solicit community input on the Council's decision making	Evaluation tools that solicit feedback from participants at community events will be developed to be specific for each event and will be finalized within a mont prior to the date of the event. **Results from these event evaluations will be reported to Outreach and Advocacy Committee within 2 months after the event.** Data from the Community Input section of the Evaluation of Annual Prioritizatior Activities will be analyzed. **A report specifically analyzing the impact of mechanisms used to solicit Community Input and the usefulness o data from these community events on the Council's decision making will be submitted to the Outreach and Advocacy Committee in November.**
3 Year Plan Evaluation	Annual	Assessment of success in achieving annual goals identified in the 3-year plan *includes:* 1 Identify tasks completed on schedule 2. Identify tasks that have not been completed and assess why they were not completed. 3. Identify possible timeline change (if needed)	Assessment will be conducted in March **Report on the results of the assessment submitted to the to the Steering Committee in April/May**
Evaluation of the Needs Assessment	As Needed	1. Needs Assessment Self Assessment Module (Developed by HRSA)	Assessment will be conducted within 90 days of the release of the Needs Assessment to the Council. **Report to Full Council will be submitted 60 days later.**
Evaluation of Council Support	Annual	1. Council Support Evaluation will assess the quality and scope of Council Support as it relates to providing administration and technical assistance to the Council's work.	Evaluation will be conducted in December **Report will be submitted to the Counci Co-Chairs in January**

Detail of Evaluation Matrix Tier II - Grantee

Project	Frequency	Evaluation Tools Needed	Calendar and Details
Grantee Assessment	Once every 3 years (or as required by HRSA)	1. Timeline tracking form 2. Provider Survey Instrument 3. Planning Council Survey Instrument 4. Grantee Self Assessment Instrument (All tools can be found in "Assessment of the Administration Mechanism" prepared for the SF HIV Health Services Planning Council by Pat Dunn)	3 Month Process to begin in January Preliminary findings will be presented to the Steering Committee in April. **Final Report will be submitted to the Council and the AIDS Office in June.**

Detail of Evaluation Matrix Tier III - The System of Care

Project	Frequency	Evaluation Tools Needed	Calendar and Details
Needs Assessment	As Needed	Needs Assessment Survey Instruments, Focus Groups, and other methodologies identified by the project consultant, the Planning Committee and the Evaluation Committee	Timeline for project development, conducting the research, collating data and interpreting the findings will be determined by an agreement between the Council and the consultant.
Evaluation of Planning and Implementation's Impact on The System of Care	After completion of each Needs Assessment	Comparative assessment of the results of current needs assessment and the previous needs assessment and will include: 1) Identification successful strategies and resource allocations that have improved the system of care's service delivery for severe needs populations. 2) Identification of ongoing gaps in services and areas where access barriers continue to exist. 3) Identification of emerging service gaps and barriers to access,	**Report will be submitted to the Council and the AIDS Office within 6 months following the publication of the Needs Assessment.**

The Evaluation Committee believes that by engaging in these activities to assess the Council, the Grantee, and the System of Care, we are developing a high standard of accountability to our community. Every facet of the planning, implementation and delivery of services is interdependent. Evaluating one level or one component of the entire process will reveal only one piece in the puzzle and would not allow a thorough assessment of the process. By looking at every component – from how well Council Committees work, to how timely the grantee distributes funds, to identifying access barriers- the Council will have the best information to plan, implement and deliver quality services that to those people living with HIV/AIDS who need them the most.

To effectively complete these tasks, the Evaluation Committee must work closely with other Council Committees, the Council Co-Chairs, HIV Health Services staff, and Council Support staff.

Due to the current strained Council Support capacity, the Evaluation Committee requests approval to consider developing an RFP for a consultant who is an expert in developing evaluation methodologies and assessment tools and who will work with the committee to develop templates for these various evaluation projects.

Additionally, due to capacity issues, the Evaluation Committee recommends that hiring a part-time evaluation coordinator be considered to coordinate certain longer-term projects (such as the Grantee Assessment) that require detailed collection and collation of a large number of survey instruments and data.

The Evaluation Committee holds the opinion that using resources to support the committee's project development and the data collection and coordination of more complex projects will be the only way that the committee can be successful in fulfilling its mission.

7. Discuss Committee Member Tasks

The Committee assigned roles to various Committee Members to be in charge of the different Committee activities/tasks. Those who take a lead role will not be working alone. CM Booker is interested in taking the lead on the three-year-plan. A discussion took place on how one goes about developing an evaluation tool. Part of it is looking at the question – the information that you want and creating questions and to ensure that there is a qualitative and quantitative assessment. Quantitative will provide a more general and unbiased look and qualitative is a narrative that will provide some context to what that is. The agenda for March should include things to think about when developing an evaluation tool. If people are assigned to take lead on developing a tool, it would be nice for them to have an idea of what to do. Leah Crask will bring copies of the tools that are developed. CM Allgaier will talk about the prioritization tool that he developed, that was used this year and the information he sought.

CM Allgaier explained that the process used by the Council in the annual evaluation, looks at all of the things that lead to Prioritization.

- The presentation
- The information that is given
- How the information is given
- Determining if the information is accessible to people
- Does it make sense?
- Is it relevant to the decision-making process?

It is also necessary to look at the Council Prioritization. In order to get good information about the presentations made in the months leading up to prioritization, evaluations need to be gathered promptly after that meeting. This was not done previously. The monthly evaluations of the Council meetings will be an important part of this. Additionally, there will be an evaluation of the Council prioritization meeting, which is the seven-hour meeting in August, and then there is the process itself leading up to it, not just the presentation, but an analysis of how that whole

process work. Perhaps such data should be distributed to the Council quarterly, or every couple of months, to get a sense of how it is working, or if it is something to do at the end.

According to CM Allgaier, the evaluation of prioritization is going require a couple of different tools—the meetings, quarter assessment, and the evaluation of prioritization meeting. It is three tools for the one evaluation. He asked whether two Council members wish to work on the second part of evaluation together – looking at it quarterly. According to CM Allgaier, there is a plan in place for each month leading up to the prioritization in July. CM Allgaier will take on prioritization. CM Booker is going to do the three-year-plan.

8. Next Meeting Date & Agenda Items

- 3-year plan report
- Grantee Assessment timeline
- Updating the Meeting Evaluation Summaries
- General Development of Evaluation tools
- Bring in tools we have
- Council Structure Discussion in April

The meeting adjourned at 7:00 P.M.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, March 1, 2004
25 Van Ness Ave., Room 330A
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *February 2, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Discuss Results of Training Needs Assessment *The Committee will discuss the results of the Training Needs Assessment and develop some training recommendations for the Steering Committee.*	Group	5:15
7. Grantee Assessment *The Committee will discuss this years Grantee Assessment.*	Group	5:25
8. Evaluation Committee Matrix *The Committee will discuss the Evaluation Committee Matrix document developed from last month's discussion.*	Group	5:50
9. Update on the Three Year Plan *The Committee will discuss the progress of the Three Year Plan.*	Group	6:05
10. Review Council Meeting Evaluations *The Committee will discuss the results of the Full Council Meeting evaluations.*	Group	6:25
11. Develop Evaluation Policies and Procedures *The Committee will begin to develop a policies and procedures document.*	Group	6:45
12. Next Meeting Date & Agenda Items	Group	6:55

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San Francisco

HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, March 1, 2004
25 Van Ness Ave., Room 710 (7th Floor)
5:00 p. m. – 7:00 p. m

Committee Members Present: Randy Allgaier, Anita Booker, Valerie Flood, Gerardo Perez

Council Staff: Leah Crask (Council Adm. Asst), Deborah Kingori (Program Assistant)

Others: Brad Hume (Council), Carol Kleinmaier (Consultant), Lara Sallee (Council)

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1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The approval of the Minutes from February 2, 2004 was postponed until the next meeting.

4. Announcements

- The co-chairs announced that San Francisco is receiving a 12% Title I reduction for a loss of four million dollars. They announced that CM Hume and one co-chair from Community Outreach and Advocacy (COA) would act as the Council's media contacts. A press release will be sent. Details of the reduction were discussed.
- CM Allgaier announced that ADAP Day is Next Monday--more attendees are needed. Remember to announce ADAP lobby day at all meetings.

5. Public Comment

There was no public comment.

6. Discuss Results of Training Needs Assessment

The Committee discussed the results of the Training Needs Assessment and developed some training recommendations for the Steering Committee.

Suggested priorities in training:

- High leverage items
- Facilitation skills

Carol Kleinmaier suggested that facilitation for Steering is critical. She feels that it is necessary to have a high quality, thorough orientation. In addition, she recommends a cultural awareness training for both the Council and Steering. This

would be an opportunity for people to sit together. She plans to design the training to be non-confrontational.

The full Council needs cultural competency 101.

- Safety within group
- Group as culture
- Time to know one another

Carol Kleinmaier sees the time allotted for a cultural diversity training as a major issue She feels that a half day is minimal and for the council a full day is necessary.

CM Booker supports the need for this training. It also came up that most Steering committee members do not like to give up their free time. The following question was raised: Does this deserve time outside the Council?

CM Allgaier recommended opening Steering Committee trainings to all interested members to encourage leadership. In addition, he suggested that Steering have a four-hour facilitation training, as well as a four-hour diversity training. Furthermore, he recommended that the full Council meet for six to eight hours to hold a discussion on larger cultural issues. The Committee suggested that these three meetings be held on Saturdays or on a half-day plus an evening.

CM Flood stressed the importance of new member orientation. As a newer Council Member, she feels that the following issues should be clearer:

- An emphasis on timelines, when certain materials are needed
- Information management
- Learn about other people's areas of expertise

CM Allgaier suggested sending the new member curriculum to all committees for discussion. In addition, he will write a recommendation for Steering, which he will email to the Committee. The new member orientation will be done at the end of March.

7. Grantee Assessment

The committee discussed this year's Grantee Assessment. Please refer to your copies of the evaluation mechanism. CM Allgaier recommends against doing grantee assessment this year. He feels that it is a lot of busy work and does not want to burden Council Support. It was suggested to recommend that Evaluation needs a consultant to do grantee assessment this year.

8. Evaluation Committee Matrix

The Committee discussed the Evaluation Committee Matrix Document developed from last month's discussion. Please refer to the Evaluation Matrix document for further information.

There was a motion to forward the Evaluation Matrix to Steering. Explaining the Evaluation Committee needs to fulfill its mission and complete Grantee Assessment.

9. Update on the Three Year Plan

The progress of the Three Year Plan will be discussed at the April Evaluation Committee meeting. The Three Year Plan will be done in May, rather than in April.

10. Review Council Meeting Evaluations

The Committee discussed the results of the Full Council Meeting evaluations. Leah Crask gave a summary. Please refer to the handout: Summary of October 27, 2003 Council Meeting Evaluations.

11. Develop Evaluation Policies and Procedures

The Committee began to develop a policies and procedures document.

- Request a template from I&P, containing the policies they have in mind What do they mean by policies and procedures? Provide an example.
- Next month, look at the Tiers document to make Policies and Procedures.
- The title Policies and Procedures does not make sense. These are procedures; whereas, policies are set by the Council.
- The evaluation matrix contains the committee procedures.

12. Next Meeting Date & Agenda Items

- Hear back from CM Booker and CM Allgaier regarding the Council Support Retreat
- Three-year-plan
- Guidance from Carol for Council as Culture training (after Steering)

The meeting adjourned at 7:00 P.M.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, April 5, 2004
25 Van Ness Ave., Room 330A
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *February 2, 2004 and March 1, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Training Recommendations *The Committee will discuss specific training recommendations, including possible dates and then forward a recommendation to the membership Committee.*	Group	5:15
7. Evaluation Committee Matrix *The Committee will discuss the Evaluation Committee Matrix document developed from last month's discussion and prioritize their needs to bring back to the Steering committee.*	Group	5:30
8. Update on the Three Year Plan *The Committee will discuss the progress of the Three Year Plan and make recommendations for changes.*	Group	5:50
9. Develop Evaluation Procedures *The Committee will begin to develop a Evaluation Committee procedures document.*	Group	6:30
10. Next Meeting Date & Agenda Items	Group	6:55

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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San Francisco

HIV Health Services Planning Council
Evaluation Committee Minutes
Monday, April 5, 2004
25 Van Ness Ave., Room 330A
5:00 p. m. – 7:00 p. m

Committee Members Present: Randy Allgaier, Valerie Flood, Gerardo Perez
Committee Members Absent: Anita Booker
Council Staff: Leah Crask (Council Adm. Asst), Deborah Kingori (Program Assistant)

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1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review and Approve Minutes (February 2, 2004 and March 1, 2004)
There was one correction for the February 2 minutes – the spelling of Gerardo Perez's name. The minutes were approved.

4. Announcements

- The Integrated Service Model (ISM) Advisory Group is making recommendations to the Planning Council on the ISM. Recommendations will be made to the DPH on solicitation. Tomorrow's meeting will have presentations by some of the existing Integrated Service Providers. Anyone interested is welcome to come. The second meeting in April will touch upon the DPH set-aside that keeps coming up – money that is set-aside for DPH.
- The Co-chairs, CM Allgaier, and CM Geanuracos met with Supervisor Daley and Bill Bonds met to discuss ways of finding money to backfill what we are losing. Representatives from each of the cut programs came to testify at the finance committee meeting.

5. Public Comment
There was no public comment

6. Training Recommendations
The Committee discussed specific training recommendations, including possible dates and then forwarded a recommendation to the Membership Committee. CM Allgaier feels that decision-making is taking too long. When issues need to be presented to multiple committees, getting approval can take months. According to CM Flood, this process needs evaluation. CM Allgaier will go to the Membership Committee to on Monday April 12, 2004 from 4:30-6:30 P.M. to discuss training issues. CM Allgaier feels that training dates happen in May and June. One will be a half-day weekday in the late day or evening and one half-day on a Saturday. Council Support will coordinate with Carol Kleinmaier of Compass Point. A date will be chosen based on availability. The Facilitation Training will be done in

May and Diversity Training in June. CM Allgaier made a motion to approve these dates. All Committee Members approved.

7. Update on the Three Year Plan

The Committee discussed the progress of the Three Year Plan and made recommendations for changes. This item will be on the May agenda. One reason for the postponement was CM Booker's absence. CM Flood asked how to go about defining a successful service model. She addressed the following item in the handout: Year 1: Council Staff will review the literature and past efforts and produce a report for the Council on successful service models; assessing and training providers on competency in working with transgender populations will be included in the Quality Management Plan. According to CM Allgaier, Council staff is supposed to look at successful service models and report on what has worked in certain EMAs. He recommends looking at non-HIV care council service models. In addition, CM Allgaier feels that this topic needs to be broken down into three areas. Quality management for transgender people is one thing. Successful service models are another issue. Assessing training and providers on competency is a third. CM Allgaier believes that the transgender community should be labeled male to female transgender community. He feels that it is a waste of time to train ISPs to deal with transgender. Instead, transgender people should be sent to providers who specialize in dealing with their specific needs. Needs assessment is useful. Michael DeMayo did a homebound needs assessment, over a year ago and there was a mandate to develop templates to do ongoing needs assessments. These needs assessments may be useful in some circumstances, but it seems as though the Planning Council, specifically Community Outreach and Advocacy is not interested in doing another needs assessment because of the expense. CM Allgaier feels that if there is interest, the resources can be found. The last needs assessment was done in 2001/2002. There were a couple of problems.

1. The service subcategories did not match the ones that we had.
2. Given the amount of information requested on certain populations, it is important to obtain more specific information requiring scientifically based research data.
3. CM Allgaier thinks a discussion of models within the transgender community is necessary. He favors approaching transgender people to see if their needs are needs being met. In speaking to this population, one must be "politically correct" in one's presentation.

Make a recommendation to CM Booker to split the items into something that is doable within the next two years. Council Support will contact Anita via email. Community Outreach and Advocacy will be meeting on Wednesday, April 14, from 5:30 to 7:30 P.M.

8. Evaluation Committee Matrix

The Committee discussed the Evaluation Committee Matrix document developed from last month's discussion and prioritized their needs to bring back to the Steering committee. The prioritization evaluation is done in an ongoing way. Highest priorities:

1. Grantee assessment
2. An assessment of the Council structure

CM Allgaier feels that Evaluation can develop its own tool to evaluate the Council structure. At the next Council meeting, there will be a presentation on making evaluation tools. CM Allgaier will link a tutorial on the Kaiser Family Foundation site about developing survey instruments. CM Allgaier is going to attempt to come up with a tool for evaluating the Council structure. Providers think that the AIDS Office should be disbanded. Providers seem to get that impression because of the way in which contracts are handled, the lateness of being paid, the lateness of getting contracts certified, and the bureaucracies. If there is a Title I and title Title II, a Title III and City funds, those are four separate grant years. Fiscal management is necessary. The Care year ends in late February for Title I, Title II ends in late March, Title III ends in July or August, and the City year is June 1. It would be helpful to discuss ways of coordinating funding streams with the Mayor's office. Grantee assessment can help in a future grant to give a clear sense of what is wrong, if anything. Can grantee assessment be done better? That is not for Evaluation to assess. In assessing the administrative mechanism, there are three or four different tools to evaluate Planning Council, evaluate certain aspects of what the grantee does. The AIDS office does its own self-assessment and Providers do another assessment. Evaluation needs staff help to weigh all of the information. It highlights the importance of getting a grantee assessment done.

An assessment of the Council structure is a second priority. This Council cannot make decisions very quickly. Everyone gets a chance to participate, but tasks are not completed in a timely manner. This occurs for a variety of reasons. For example, they do not care, or their agendas are overloaded, or the committee is too small, etc. Every three months, Council Support brings the evaluation results of each Committee meeting to the Evaluation Committee. That information is part of Evaluation's assessment of the entire prioritization process.

The request for additional staff assistance with the grantee assessment is the number one priority.

Mostly providers attend the ISM Workgroup. Providers need to be thinking about the system of care rather than about their agency. A new system of care needs to be created. The Mayor's office said that they are not interested in seeing an agency survive. They are only interested in the system of care.

CM Allgaier recommends doing four things this year:

1. Hire a consultant to assist with grantee assessment
2. Develop a tool to evaluate the council structure
3. Continue to evaluate the prioritization process
4. Evaluate the 3 Year Plan

9. Develop Evaluation Procedures

The Committee began to develop an Evaluation Committee procedures document. The Evaluation Matrix document can be used as the Evaluation Committee's procedures if the proposal part of it is removed. This document will be called Evaluation Procedure. CM Flood made a motion to change the evaluation proposal to a procedure document. This was agreed upon unanimously.

10. Next Meeting Date & Agenda Items

The next meeting will be Monday, May 3, 2004.

- To look at items that return to this committee.
- To finalize the evaluation of the 3 Year Plan Based on the work of CM Booker and Leah Crask
- To take a first look at the Council structure evaluation tool and have someone talk about developing an evaluation tool

The meeting adjourned at 6:30 P.M.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, May 3, 2004
25 Van Ness Ave., Room 330B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *April 5, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Developing Evaluation Tools *Diane Prentiss, epidemiologist (San Mateo Clinical Trails and Research) will present and discuss how to develop evaluation tools with the Committee.*	Diane Prentiss	5:15
7. Council Structure Evaluation *The Committee will begin the development and timeline for the Council Structure Evaluation.*	Group	6:15
8. Grantee Assessment Proposal *The Committee will discuss the consultant's (Pat Dunn) proposal for the Grantee Assessment.*	Group	6:35
9. Community Input Activity Evaluation Development *The Committee will discuss the development of an evaluation of the Community Forum on May 20th.*	Group	6:50
10. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, May 3, 2004
25 Van Ness Ave., Room 330B
5:00 p. m. – 7:00 p. m

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Committee Members Present: Randy Allgaier, Val Flood, Anita Booker, Gerardo Perez
Council Members Present: Brian DiCrocco
Other Present: Leah Crask (Council Support), Diane Prentiss (San Mateo Medical Center)

1. Introductions

2. Review/Approve Agenda
The agenda was approved.

3. Review/Approve Minutes
The minutes of *April 5, 2004* were approved.

4. Announcements
CM Perez announced that he went on the radio with CM Geanuracos and did an announcement about the Community Forum. This announcement aired on Thursday (4/29/04) night.

CM Allgaier announced the ISM Committee meeting is tomorrow (5/4/04) and they will be making a final recommendation about the DPH set aside money. The meeting will be from 5:00-6:30 p.m. at 25 Van Ness, room 330. They will still be looking at recommendations for the locations of ISMs. They will also be crafting 3-6 questions for the Council's Community Forum.

5. Public Comment
There was no public comment.

6. Developing Evaluation Tools
Diane Prentiss (epidemiologist, San Mateo Clinical Trails and Research) presented and discussed with the committee creating evaluation tools. Please request a copy of the presentation slides for more information.

The committee asked Ms. Prentiss to review the *Council Structure Evaluation* with them and make recommendation for changes.

7. Council Structure Evaluation
The committee reviewed the draft Council Structure evaluation. Some suggested changes were:

- Ask a question about if they feel the committee is well attended (In the first part of the survey)
- Add the question- Have you ever missed a meeting because of your dissatisfaction with the committee?

CM Allgaier agreed to make these changes and inform the Infrastructure and Policy Committee and Steering Committee about the coming Council Structure Evaluation and the timeline for the project.

CM Perez stated a motion to approve the Council Structure Evaluation tool with the changes stated above. CM Booker seconded the motion. The committee voted all in favor of the motion.

The committee decided to discuss timelines of the coming evaluation projects at the end of the agenda.

8. Grantee Assessment Proposal
The Committee discussed the proposal from Pat Dunn for the Grantee Assessment project. The Committee discussed the timeline and work load of the project and agreed to help Council Support if it was necessary.

CM Flood stated a motion to approve the proposal from P. Dunn. CM Booker seconded the motion. The committee voted all in favor of the motion.

CM Allgaier will bring the proposal to the Steering Committee for final approval.

At the next committee meeting the committee will discuss the second part of the grantee Assessment, which included looking at the scoring of the grant application and setting up an action plan for the AIDS office to respond to in the future.

Council Support will send copies of the grant scoring to committee members for the next meeting.

9. Community Input Activity Evaluation Development
The committee reviewed the draft Community Forum evaluation form. CM Perez agreed to translate the forum into Spanish. CM Allgaier will send Council Support and CM Perez the updated forum. The Committee will request 10 minutes at the end of the forum for Community Members to fill out the evaluation form. The Committee unanimously approved the evaluation form.

10. Next Meeting Date & Agenda Items
The next meeting will be on June 7, 2004 from 5:00-7:00 p.m.
Possible agenda items include:
-preliminary look at community forum evaluation results

Time schedule of Evaluation Committee Projects:
June-Grantee Assessment survey (done by August)
July-Council Structure Evaluation (recommendations by September)
August-Prioritization Evaluation (Recommendations by October/November)

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, June 7, 2004
25 Van Ness Ave., Room 330B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *May 3, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment *The Committee will discuss the second part of the Grantee Assessment project: development of an action plan in response to the grant scoring and the progress of the Grantee Assessment.*	Group/ P.Dunn	5:25
8. Three Year Plan Assessment *The Committee will review and discuss the Three Year Plan assessment.*	Group	6:05
9. Second Community Forum *The Committee will discuss who would be willing to attend the 2nd Community Forum and help administer the forum evaluation tool.*	Group	6:25
10. Review Preliminary Results of the 1st Community Forum Evaluation Forms **If available* *The Committee will review the results of the Community Forum Evaluations from May 20th, 2004, if they are available.*	Group	6:35
11. Next Meeting Date & Agenda Items *-Change July Meeting date (currently Monday July 5, 2004- holiday)*	Group	6:55

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25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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San Francisco

HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, June 7, 2004
25 Van Ness Ave., Room 330B
5:00 p. m. – 7:00 p. m

Committee Members present: Valerie Flood, Anita Booker, Randy Allgaier, Brian DiCrocco
Other Council Members present: Charles Siron, Brad Hume
Council Support present: Leah Crask, Kari Orvik
Others present: Shane Lambertson, Pat Dunn

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1. Introductions

2. Review/Approve Agenda
The agenda was reviewed and approved by consensus.

3. Review/Approve Minutes
The minutes for the May 3, 2004 meeting were reviewed and approved.

4. Announcements
There were no announcements.

5. Public Comment
There was no public comment.

6. Steering Committee Update
CM Allgaier reviewed the goals and recommendations of the ISM Advisory Group.

7. Grantee Assessment
Pat Dunn gave a brief summary of the Grantee Assessment project. The grantee does a self-assessment. Additionally, CM Flood and CM Allgaier will send an e-mail out to all Council members and providers, even those whose service categories have been cut, to fill out surveys, preferably on-line through Surveymonkey. Surveys will be due the week of July 6-10. From there summaries of the surveys will be compiled and used to develop an action plan for the future. The document will be made public.

8. Three Year Plan Assessment
CM Booker presented summary sheets assessing the Three Year Plan. According to the numbers, the objectives of the Three Year Plan are 41% complete, though this figure is not out of 100% because we are only in Year 2. CM Booker found that many of the objectives were unclear or no longer valid and needed to be redefined. Also, in some cases, there was no clear owner to some objectives, no measurable definition for success of completion, and no specific timeline or dates. CM Booker recommended assigning a task force to review objectives and identify the following: what is unclear or obsolete; who is the owner; what is the measurement of completion; and to identify a timeline. The task force should include a Council member who was on the Council when the plan was created, a representative from each sub-committee, and a representative from the grantee's office.
CM Allgaier recommended starting this process after Prioritization.

9. Second Community Forum

The Committee discussed who would be willing to attend the 2nd Community Forum and help administer the forum evaluation tool. CM Booker, CM DiCrocco, and CM Siron volunteered. John Golenski's volunteer, Rebecca, might also be able to help with the data.

10. Review Preliminary Results of the 1st Community

The Committee reviewed the results of the Community Forum Evaluations from May 20th, 2004. It was mentioned that the data might have included people who are not living with HIV/AIDS who came to the forum. Leah Crask will ask Rebecca to further break down the data demographically to identify who is PLWH. There was a question about the "somewhat agree" and "somewhat disagree" categories on the evaluation form. The Committee will put together a summary for the Community Outreach & Advocacy Committee. CM Allgaier recommended that the COA Committee should conduct a pre-meeting with the facilitators of the small groups ahead of time.

11. Next Meeting Date & Agenda Items

Monday July 5, 2004

The Committee will look at the Grantee Assessment and discuss when to release on-line the Council Infrastructure survey.

The meeting adjourned at 6:25pm.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, July 5, 2004
Paramount, 680 Mission Street, Conference Room, Level A1
5:00 p. m. – 7:00 p. m

(PLEASE NOTE: change in meeting location)

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *June 7, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Update *The Committee will discuss the second part of the Grantee Assessment project: development of an action plan in response to the grant scoring and the progress of the Grantee Assessment and receive a brief update on the progress of the process so far.*	Co-chairs/Group	5:25
8. Council Structure Evaluation *The Committee will discuss what date to send the Council Structure Evaluation out and making announcements, reminding Council Members to turn in the evaluation.*	Group	5:35
9. Develop Prioritization Evaluation *The Committee will discuss the development of the prioritization Evaluation.*	Group	5:50
10. Review Preliminary Results of the 1st & 2nd Community Forum Evaluation Forms **If available* *The Committee will review the results of the Community Forum Evaluations from June 29th, 2004, if they are available and compare with the results of May 20th.*	Group	6:30
11. Next Meeting Date & Agenda Items	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, July 5, 2004
Paramount, 680 Mission Street, Conference Room, Level A1
5:00 p. m. – 7:00 p. m

Committee Members present: Gerardo Perez, Anita Booker, Randy Allgaier, Brian DiCrocco
Council Support present: Leah Crask, Kari Orvik

1. Introductions

2. Review/Approve Agenda
The Committee approved the agenda by consensus.

3. Review/Approve Minutes
The Committee reviewed and approved the minutes from the June 7, 2004 meeting.

4. Announcements
There were no announcements.

5. Public Comment
There was no public comment.

6. Steering Committee Update
CM Allgaier reviewed the ISM presentation from the Steering Committee, which included the following: ISP's will cease to exist, but those dollars will be put out for solicitation and become ISM's. The term ISM will be redefined as Centers of Excellence, and the DPH set aside dollars will be put out to bid to encourage creative collaborations between the best services.

7. Grantee Assessment Update
The Committee discussed the second part of the Grantee Assessment project.
CM Allgaier reported that 17 Council members and 16 out of 64 providers had answered the survey.
Leah Crask and Pat Dunn will follow up with phone calls to remind providers to complete their surveys.
CM Allgaier stated that in response to some of the criticisms of the Council, there should be a review of the Council's purview.
CM Booker commented that as a Council member, some of the questions were outside of her general knowledge and she could not answer them.

8. Council Structure Evaluation
The Committee discussed releasing the Council Structure Evaluation on-line on July 27th, after the Grantee Assessment is completed.
Once the Council Structure Evaluation is completed, the Prioritization Evaluation will go out.
CM Allgaier recommended continuing to subscribe to SurveyMonkey, as the cost is minimal and it is convenient.

9. Develop Prioritization Evaluation
The Committee discussed the development of the Prioritization Evaluation. The Evaluation will examine the overall process and the process and materials used in the decision-making process on

the day of Prioritization. It will also ask questions regarding the usefulness of the information gathered from the Community Fora and the decision-making model presentation in the decision making process.
CM Booker asked where the feedback from Diversity Training would go, as it is necessary for the Council to have that useful information.
CM Allgaier suggested having the Committee Co-chairs disseminate what they learned from the training to the members of their committees.
The Committee discussed the evaluation process of specific trainings, and whether that was the purview of the Evaluation Committee or the Membership Committee.

10. Review Preliminary Results of the 1st & 2nd Community Fora

The Committee reviewed and evaluated the Community Fora.
CM Perez noted that community members wanted control and respect over their care. They need to know that they can go other places and have a process for questioning the system if their needs aren't being met. CM Allgaier added that at the first Forum people had mentioned that they felt like a number and their care was not very personal.
CM Allgaier commented that ISM's are not geared to service everyone, but to ensure the coordination of services.
CM Perez emphasized the key role of the case managers and case coordination. Many case managers do not have adequate training, and consumers do not always know they are allowed to have case managers.
The Committee agreed that it was clear from the forum that more concentrated services required better case management and case conferencing.
CM Booker suggested having more locations where people could access informational resources/handbooks. So far, there is no "AIDS Resource Center."
CM Perez added that a lot of information is specialized, not general, and is only accessible by case manager referrals.
CM Perez suggested that more time be devoted to getting information from participants at the Community Fora, as it takes time for people to open up and know that they will be taken seriously.
CM Booker added that it was too loud to hear everything in the small breakout groups.
CM Allgaier mentioned that the Council had used a different format two years ago at the Fora. The public looked at all the service subcategories and prioritized them.

Recommendations for improvements and points of emphasis at next Community Forum

- Spend more time capturing information from participants
- Have quieter or more separate locations for the small breakout groups so everyone can be heard
- Spend time discussing case management and case conferencing
- Make sure Council members have a sophisticated level of understanding of the information they are presenting to the public so that they can explain difficult concepts clearly.

11. Next Meeting Date & Agenda Items

CM DiCrocco brought up the issue of substance abuse in transitional housing.
At the next meeting, the Committee will make recommendations for the Community and Outreach and Advocacy Committee about the Community Fora.
Pat Dunn will attend the meeting to discuss the Grantee Assessment.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, August 2, 2004
25 Van Ness Ave., Room 330B
5:00 p. m. – 7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *July 5, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Update *The Committee will discuss the progress of the Grantee Assessment project.*	Pat Dunn/Group	5:25
8. Diversity Training Evaluation Results *The Committee will review and discuss the results of the Diversity Training Evaluations.*	Group	5:45
9. Council Structure Evaluation Update *The Committee will discuss what the progress of the Council Structure Evaluations.*	Group	6:00
10. Review Prioritization Evaluation *The Committee review the Prioritization Evaluation and discuss the timeline for implementing the evaluation.*	Group	6:10
11. Review Community Fora Evaluations *The Committee will review the Community For a evaluations and make recommendations to the Community Outreach & Advocacy Committee for future events.*	Group	6:25
12. Next Meeting Date & Agenda Items	Group	6:55

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San Francisco

HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, August 2, 2004
25 Van Ness Ave., Room 330B
5:00 p. m. – 7:00 p. m

Committee Members Present: Randy Allgaier, Gerardo Perez, Anita Booker
Committee Members Absent: Mark Dunlop, Valerie Flood, Brian DiCrocco
Council Support: Leah Crask, Kari Orvik
Others present: Pat Dunn, Michelle Long Dixon, Marguerite Heyward

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1. Introductions

2. Review/Approve Agenda
The agenda was reviewed.

3. Review/Approve Minutes
The minutes from the July 5, 2004 meeting were reviewed, but could not be approved because there was not quorum.

4. Announcements
CM Allgaier announced that Hywel Sims had resigned as Executive Director of Shanti, which has the contract to provide Council Support.
Michelle Long Dixon introduced Marguerite Heywood, who joined the HIV Health Services staff as Administrative Assistant.
CM Booker announced that the Director interviews for Council Support would continue at Shanti.

5. Public Comment

6. Steering Committee Update
The Co-chairs reported that the Steering Committee had discussed topics relating to Prioritization.

7. Grantee Assessment Update
Pat Dunn presented the Grantee Assessment project, stating that the online completion had been finalized. See handout.
CM Allgaier stated the need to decide what information HRSA required so that the evaluation does not hurt the grant application.
Michelle Long Dixon stated that compliance with the conditions of the grant award was a strong point for this EMA, so it would be wise to keep the grant application in mind regarding the evaluations.

8. Diversity Training Evaluation Results

9. Council Structure Evaluation Update
The Committee discussed the progress of the Council Structure Evaluations.

CM Allgaier announced that the Council Structure Evaluations were finalized and would be online for the Council by the August Planning Council meeting. See handout. The Committee hopes to have the results by October to make the Council structure to be as effective as possible.
CM Booker suggested that it would be helpful to get recommendations on changes to the structure before Council members change committees in October, and state that some committees have uneven membership.
CM Allgaier asked if the Council was supplying the necessary skills for people to feel comfortable serving on the many roles of the Council.
CM Perez advocated looking at people's individual skills and strengths, stating the difficulty understanding his own role on the Committee, and suggested developing an evaluation tool that would help to define each person's strengths to determine which committee the person should be on.
CM Booker stated that Membership Committee should be more involved in designating where members go on home committees.
CM Allgaier pointed to the Council's tendency to overcompensate sometimes for members being volunteers. Committees might not be working for some people, but he noticed a lack of trust in committee work on big decisions.
CM Perez acknowledged that committees sometimes run the risk of letting a few strong people railroad decisions made by the committee.
CM Booker suggested that Membership should be more involved in that process.
CM Allgaier announced an administrative strategic planning retreat in the fall that would address administration coordination.
CM Booker declared that when committees elected Co-chairs, the Council needed to trust those committees to do their work.
CM Allgaier suggested recommendations go first to the I and P Committee, then to Membership, then to Steering.

10. Review Prioritization Evaluation
The Committee discussed the timeline for implementing the Prioritization Evaluation, which will be ready at the end of September.
CM Perez suggested releasing the Prioritization Evaluation sooner so that the meeting would still be fresh in Council members' minds.
CM Allgaier stated that the data first needed to be handled from the Council Structure evaluations, which sometimes take a long time to get back.

11. Review Community Fora Evaluations
Leah Crask handed out the Community Fora evaluations for the Committee to make recommendations to the Community Outreach & Advocacy Committee for future events.
The Committee discussed the usefulness of the information for Council members.

12. Next Meeting Date & Agenda Items
The next meeting is rescheduled for Tuesday, September 7, 2004, from 4-5:30pm.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Tuesday, September 7, 2004
25 Van Ness Ave., Room 330A
4:00 p. m. – 5:30 p. m
(PLEASE NOTE: The meeting date and time have changed due to the holiday)

Item	Presenter	Time
1. Introductions	Group	4:00
2. Review/Approve Agenda	Group	4:03
3. Review/Approve Minutes *July 5, 2004 and August 2, 2004 Minutes*	Group	4:05
4. Announcements	Group	4:07
5. Public Comment	Public	4:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	4:15
7. Grantee Assessment Update and Reports *The Committee will discuss the progress of the Grantee Assessment project, review the reports and begin to draft an Action Plan.*	Pat Dunn/Group	4:25
8. Diversity Training Evaluation Results *The Committee will review and discuss the results of the Diversity Training Evaluations.*	Group	5:10
9. Council Structure Evaluation Update *The Committee will discuss the progress of the Council Structure Evaluations.*	Group	5:15
10. Review Prioritization Evaluation Timeline *The Committee update the timeline for implementing the Prioritization evaluation.*	Group	5:20
11. Next Meeting Date & Agenda Items	Group	5:30

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Tuesday, September 7, 2004
25 Van Ness Ave., Room 330A
4:00 p. m. – 5:30 p. m
(PLEASE NOTE: The meeting date and time have changed due to the holiday)

Committee Members: Randy Allgaier, Valerie Flood, Brian DiCrocco
Other Council Members: Laura Thomas
Council Support: Leah Crask, Kari Orvik
Others Present: Pat Dunn, Michelle Long Dixon, Marguerite Heyward

1. Introductions

2. Review/Approve Agenda
The agenda was reviewed.

3. Review/Approve Minutes
The minutes for the July 5, 2004 and August 2, 2004 meetings were reviewed, but could not be approved, as there was not quorum.

4. Announcements
CM Allgaier announced that the new Director of Council Support, Jack Newby, will begin September 20, 2004.
CM DiCrocco announced he will be changing sub-committees to Community Outreach and Advocacy.

5. Public Comment

6. Steering Committee Update
CM Allgaier reported that the Steering Committee had discussed the process for the full Council Prioritization meeting.

7. Grantee Assessment Update and Reports
The Committee discussed the progress of the Grantee Assessment project and reviewed the reports presented by Pat Dunn.
Michelle Long Dixon informed the Committee that the HRSA application is limited to 80 pages including attachments, and she did not know how many pages were needed, or what the point spread was for that section. Ms. Long Dixon will follow up with Pat Dunn when that information becomes available.
CM Allgaier suggested addressing in the action plan the timeliness of communication between the Grantee and the Council. Often HRSA is the reason the AIDS Office is late, but sometimes that is not communicated to the Council or to contractors.
CM Flood asked about the RFP process and opportunities for bidders to ask questions.
CM Allgaier proposed having a roundtable to inform contractors of the process. The AIDS Office could hold it before the Grantee Assessment.
Michelle Long Dixon responded that such a forum exists for specific processes. Part of the lack of understanding revolves around how the AIDS Office fits into the entire process. Understanding does not always diminish contempt for the process.

CM Thomas added that sometimes making the bidding process comes across to providers as being inflexible.
Michelle Long Dixon pointed out instances where there is no process in place, such as the restoration of funds back to contractors for defunded services.

CM Allgaier proposed that developing a template for that process be included in the action plan following the Grantee assessment. In addition, CM Allgaier proposed that it include corrective action around timeliness and how to respond to a late Grantee award, as well as increased communication when HRSA is late or has a problem; also an informational session on bidding for providers.
Michelle Long Dixon responded that the sections of the report would need commentary after they've been reviewed by the AIDS Office before an action plan could be developed.
CM Allgaier suggested 3 ways to categorize the issues: those that need to be discussed more with Michelle, those that will be discussed with the larger AIDS Office or DPH, and those issues we can already agree to.
Michelle Long Dixon asked about the structure and timeline of how HIV Health Services should respond.
Pat Dunn stated that she would like to reduce the report down, and asked if the action plan for each standard should be included, or do we only want to address the deficient standards.
Michelle Long Dixon stated that first recommendations should be made, but that developing the action plan should not be rushed.
CM Thomas pointed out that the areas where standards were not met created a short list, that could be focused on first. The corrective action to lack of understanding might have more to do with timely communication rather than a change in policy.
Michelle Long Dixon will find out how much room is allowed for the report in the grant application, and email the information to the Co-chairs and to Pat Dunn. Ms. Long Dixon added that modeling at this committee level would be key to setting the standard and tone.
CM Allgaier added that from Evaluation, the action plan would be sent to and monitored by the I and P Committee.

CM Thomas suggested going through the standards and prioritizing the areas where they were not met. The results could be analyzed at two levels: is this an area where everyone agrees, and what are the barriers to meeting the standards and how do we work our way through it.
CM Allgaier recommended to then look at areas where there was a disparate ranking, then at areas where the AIDS Office scored themselves lower than did the Council.

Pat Dunn explained the charts and graphs.
Michelle suggested numbering and lettering each standard.
CM Allgaier commended Pat Dunn's process, which is objective and gives good data.
CM DiCrocco suggested that the graphs be standardized, which the percentages listed at the top of the bar on the graph.
At the next meeting, the Committee will draft language for the grant after it is known how many pages it should be, then move forward with the action plan.
CM Thomas cautioned that the Committee should take as much time as possible.
Michelle Long Dixon suggested discussing what information this assessment gave us to move forward, as the AIDS Office, the Council, and what they work on together.
Pat Dunn stated that the report will be presented in October.
Michelle Long Dixon stated that the AIDS Office would not create an action plan with HAPN.
Pat Dunn clarified that the report was still a draft.

8. Diversity Training Evaluation Results

The Committee reviewed the results of the Diversity Training Evaluations.

9. Council Structure Evaluation Update
The Committee discussed the progress of the Council Structure Evaluations.
23 Council members have responded to the Evaluation and that information will be collated. CM Allgaier will give it to Membership by the end of this week, after the evaluation closes. Then it will go to I and P, then to Steering and to the Full Council. The results have been fairly positive about the structure, but some people do not understand the mission of other committees that are not their own. CM Flood will help with collating the results.

10. Review Prioritization Evaluation Timeline
The Committee will review the Prioritization Evaluation at the October meeting. CM Allgaier will meet with CM Shea and CM Blum.

11. Next Meeting Date & Agenda Items

The meeting adjourned at 5:30pm.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, October 4, 2004
25 Van Ness Ave., Room 330A
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *July 5, 2004, August 2, 2004, and September 7, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Update and Action Plan *The Committee will discuss the release of the grantee assessment report and begin to draft an Action Plan.*	Pat Dunn/Group	5:20
8. Review Results of Council Structure Evaluation *The Committee will review and discuss the results of the Council Structure evaluation and make recommendations for other committees.*	Group	5:55
9. Review Prioritization Evaluation and Timeline *The Committee will review the prioritization Evaluation and the timeline for administrating the evaluation.*	Group	6:25
10. Review Committee Calendar *The Committee will review their committee calendar for the development of the master calendar.*	Group	6:45
11. Open Committee Co-chair Nominations- VOTE *The Co-chairs will open committee co –chair nominations, if ready the committee will vote on new committee co-chairs.*	Group	6:50
12. Next Meeting Date & Agenda Items	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Tuesday, October 4, 2004
25 Van Ness Ave., Room 330A
5:00 p. m. – 7:00 p. m

Committee Members: Randy Allgaier, Valerie Flood
Other Council Members: Charles Siron
Council Support: Jack Newby, Kari Orvik
Others Present: Michelle Long Dixon, Marguerite Heyward

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1. Introductions

2. Review/Approve Agenda
The agenda was reviewed.

3. Review/Approve Minutes
The minutes from the July 5, 2004 and August 2, 2004 meeting were reviewed, but could not be approved, as there was not quorum.

4. Announcements
CM Allgaier suggested having the Co-chairs do a presentation about each committee during September or open enrollment.

5. Public Comment

6. Steering Committee Update
The Steering Committee discussed motions regarding allocation to bring to the full Council meeting.

7. Grantee Assessment Update and Action Plan
CM Allgaier presented an updated report of the Grantee Assessment.
Michelle Long Dixon stated that the document should incorporate other means of tracking information, such as whether or not the AIDS office met timelines and was on target. This is an important part of the assessment, as the other report is based on people's opinions. Half of the assessment should be whether or not the aids office did the work.
CM Allgaier stated that the more qualitative part would be useful to assess communication.
Michelle Long Dixon stated that she had talked with Pat Dunn, and if CM Allgaier could compile the information, perhaps Pat Dunn could format it.
Michelle Long Dixon had not yet looked at Pat Dunn's new draft of the report.
CM Allgaier asked Ms. Long Dixon to email Pat and CM Allgaier with her comments when she had looked at it.
Michelle Long Dixon requested that all parts of the assessment be compiled into one document, so that each standard and category contains a part that measures whether or not the Grantee completed the work or not.
CM Allgaier requested that Committee members look at the draft so that at the next meeting the comments can be incorporated into a final document.

CM Allgaier stated that the grant text needed to be approved this month, and proposed that the Evaluation committee forward a draft of what goes to HRSA to Steering.
Jack Newby asked when the Grantee's remarks on the Grantee assessment would be available.
Michelle Long Dixon stated that the Committee could review them at the Evaluation meeting in November.
CM Allgaier and Pat Dunn will give an update to HAPN next month.
Michelle Long Dixon advised to let include in the HAPN presentation the other part of the report.

8. Review Results of Council Structure Evaluation
CM Allgaier presented the results from the Council Structure Evaluation.
CM Allgaier summarized that the responses indicated that the structure worked well and the communication and integration did not work well. People were generally less aware of what other committees did and how committees were related, than what their home committee did. Council co-chairs were praised for their facilitation styles.
CM Allgaier conducted committee analysis of the home committees. High marks went to the value of participation. The Planning committee said its workload was too heavy. Mostly in the case of ISM did Council members comment that the process was not as open as it could have been.
CM Allgaier presented the recommendations that came out of the Council structure evaluation. See handout.
The group discussed having regular report-backs from each committee at the full Council meetings.
Jack Newby suggested an annual administrative retreat that focuses on developing an overall integrated workplan for committees which should be presented to the Council.
CM Allgaier suggested having an intranet on the Council website.
Jack Newby commented that the Council should ensure that the committees complete the work that is federally mandated of the Council.

CM Allgaier stated that the current structure of the committees was decided upon quickly, based on the three year plan.
Jack Newby commented that Council support could help to monitor the timelines for each committee's work.
Michelle Long Dixon stated that the Council did not have a workplan, but the Committee structure was focused more on particular projects. Nothing in the by-laws states the number of committees the Council needs to have.
CM Allgaier stated the recommendations would be forwarded to Steering.

9. Review Prioritization Evaluation Timeline
CM Allgaier presented potential components of the prioritization assessment based on what committee had already agreed to last year.
Michelle Long Dixon suggested that Council support could do that evaluation.
CM Allgaier stated he had wanted to use a comprehensive tool, but perhaps there were other ways of doing it. Council support could look at drafting an evaluation tool to look at this.
CM Flood commented that a lot of time went into the community fora data to make decisions without knowing pertinent data such as where categories get other funding.
CM Allgaier stated that the legislative mandate of the funding is that the Council look at overall funding.
Jack Newby commented that it could be a training issue, and that priority setting should be separate from funding, then assess what other funding is available.
Michelle Long Dixon stated that the Summary Sheets show other sources of funding, and a budget overview from Jimmy Loyce and Brenda Walker was presented at two meetings. It was

difficult for members to put it all together. Also, much of San Francisco's funding is grant-based, and the grant year may expire while you think that program is funded. The Council should be educated to use the tools they have in a way that addresses all the ways that people learn.
CM Allgaier observed that perhaps the Council went too heavy on details that were difficult to evaluate.
Jack Newby commented that in San Bernardino prioritization occurred through a two-day meeting. Each member was given a binder beforehand, but the first part of the meeting was to review information in the binder through presentation.
Michelle Long Dixon suggested using a survey to as how Council members would like information to be presented. There were EPI trainings that people did not show up to.
Council members could write out the questions they have and the AIDS office could provide answers.
CM Flood suggested making better orientations.
Jack Newby stated he is drafting the job description for the training and evaluation coordinator position.

10. Review Committee calendar.
CM Allgaier suggested putting the needs assessment on the Committee calendar, but that the committee calendars should be integrated.
Jack Newby stated the Council should come up with an overall workplan and then a calendar.

11. Open committee co-chair nominations- VOTE
There were no nominations for co-chairs to discuss, nor quorum to vote.

12. Next meeting Date and Agenda Items
Council Support will send out an email asking Committee members when the best time would be to hold the committee meeting.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, November 1, 2004
25 Van Ness Ave., Room 330 B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *July 5, 2004, August 2, 2004, September 7, 2004, and October 4, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Update and Action Plan *The Committee will discuss the release of the grantee assessment report and begin to draft an Action Plan.*	Pat Dunn/Group	5:20
8. Review Prioritization Evaluation and Timeline *The Committee will review the prioritization Evaluation and the timeline for administrating the evaluation.*	Group	6:10
9. Develop Committee Work Plan *The Committee will begin to develop their work plan for the coming year, which will be incorporated into the larger Council work plan.*	Group	6:30
10. Open Committee Co-chair Nominations- VOTE *The Co-chairs will open committee co –chair nominations, if ready the committee will vote on new committee co-chairs.*	Group	6:50
11. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, December 15, 2004
25 Van Ness Ave., Room 330 B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *November 1, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Update and Action Plan *The Committee will discuss the release of the grantee assessment report and review the Action Plan.*	Pat Dunn/Group	5:20
8. Review Prioritization Evaluation Results *The Committee will review the prioritization Evaluation results and make recommendations to forward to the Planning Committee.*	Group	6:10
9. Open Committee Co-chair Nominations- VOTE *The Co-chairs will open committee co –chair nominations, the committee will vote on new committee co-chairs.*	Group	6:40
10. Review Council meeting Evaluation (time allowing) *The Committee will review and make changes to the Council Meeting Evaluation.*	Group	6:50
11. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, December 15, 2004
25 Van Ness Ave., Room 330 B
5:00-7:00 p. m

Committee members present: Randy Allgaier, Sparkie Spaeth, Walter Miller, Valerie Flood
Other Council members present: Don Soto, Ken Pearce
Council support present: Jack Newby, Leah Crask, Kari Orvik
Others present: Pat Dunn

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1. Introductions

2. Review/Approve Agenda
The agenda was reviewed and approved.

3. Review/Approve Minutes
The minutes for the November 1, 2004 meeting were reviewed and approved.

4. Announcements
CM Allgaier stated that an intra-committee task force is being formed to work with the consultant for the needs assessment process from February through May, 2005. So far CM Allgaier, CM Thomas, CM Pearce, and CM Kanios have volunteered.
CM Spaeth stated she would be interested in being part of the needs assessment.
CM Soto Bring in outreach specialists in different communities about how best to reach certain populations that have been difficult to reach.
Kari Orvik announced she will be leaving her position in January, 2005.
Jack Newby stated that the final interviews for the training and evaluation coordinator, who will work closely with the Evaluation committee, will take place on Dec. 22, 2004.

5. Public Comment

6. Steering Committee Update
CM Allgaier stated that the Steering Committee will hold its retreat on Monday, December 20, 2004.

7. Grantee Assessment Update and Action Plan
The Committee discussed the release of the grantee assessment report.
Pat Dunn stated that Michelle Long Dixon and Russ Zellers from HIV Health Services contributed the actual documentation for each standard to add to the Grantee Assessment. Pat Dunn is curretnly summarizing the relevant documentation, which she said included good information.
Jack Newby stated that documentation is only part of communication, it is making sure that people receive the information.
CM Allgaier stated that the report was an analysis which Pat Dunn will present to the Council by February. The AIDS Office will need to be involved in the action plan.
Jack Newby stated that the standards should be weighted, so that the legislative mandates should be given more weight, such as getting contracts out.
CM Allgaier suggested that members of the committee should look at the document and email any comments to Pat Dunn.

The Evaluation committee will be negotiating the action plan with the AIDS Office.
Jack Newby recommended that when presenting the report, a caveat should be added that this is only the first part of the report, and the Committee will be working with the AIDS Office to find a mutually acceptable action plan to resolve issues. It should be noted in writing to the Health Commission that this is only half the picture, and the action plan will be presented in April or May.
Council support will email any suggestions to Pat Dunn at patdunn@rcn.com.
CM Flood asked how the AIDS Office was encouraging providers to be more Reggie-compliant.
CM Allgaier stated that now providers will not receive their payments from the AIDS Office until they are Reggie-compliant.

8. Review Prioritization Evaluation Results
The Committee reviewed the prioritization Evaluation results.
Jack Newby reviewed the results of the evaluation. See handout.
25 Council members responded. Their responses included the following: the binder was useful, the service category summary sheets were helpful, the epidemiology reports were helpful and easy to understand. Responses were neutral about the usefulness of the Reggie data and the community fora. The facilitation by John Golenski during prioritization was not well supported Shared values and vision did not guide decisions, for the most part, nor did 3 year plan goals.

Overall members felt their opinions were valued by the group. People felt heard individually, but did not feel there was good facilitation of the process.

A large percentage felt that funding decreases made the process more difficult.

CM Allgaier stated that the Planning committee discussed having the training and evaluation coordinator hold monthly meetings after data is presented in order to answer any questions about the data. Also, the results of the needs assessment should be out in July. It was suggested to hold a two-day retreat for prioritization instead of one day. The first day would be devoted to coordinating data, and attendance would be required in order to vote on the second day.

Recommendations from Evaluation of Prioritization/Allocation Process

- Clarify roles of facilitator and co-chairs
- Ongoing and timely reporting of process on large-scale projects (e.g. COE information came in late)
- More information on what other funding sources are available (mandate of the CARE Act is to coordinate funding)
- More reliable data from consumer input venues (work with COA Committee to develop a structure for community fora)
- Use ethical decision-making as a background for council members' individual assessments
- Give ample notice to AIDS Office for information needs
- Recognize the time needed to make good decisions

9. Open Committee Co-chair Nominations- VOTE
The Co-chairs opened committee co –chair nominations.
CM Spaeth stated she does not have the time to be co-chair.
The Committee voted CM Walter Miller as the new committee co-chair.

10. Review Council meeting Evaluation (time allowing)

The Committee discussed reviewing and making changes to the Council Meeting Evaluation. Jack Newby stated that this would be a good starting project for the new training and evaluation coordinator to work on with the committee.

11. Next Meeting Date & Agenda Items

At the next meeting the committee will discuss the Grantee Assessment, and hopefully start working with the new training and evaluation coordinator.

The meeting adjourned at 7:00pm.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, January 3, 2005
25 Van Ness Ave., Room 330 B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *December 15, 2004 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.* *--Steering Committee Strategic Planning Meeting Update*	Co-chairs	5:15
7. Close Committee Co-chair Nominations- VOTE *The Co-chair will close committee co –chair nominations, the committee will vote on a new committee co-chair.*	Group	5:20
8. Review Grantee Assessment Council Presentation *The Committee will review the presentation for the Full Council in January of the grantee assessment results and suggest changes.*	Pat Dunn/Group	5:25
9. Grantee Assessment Action Plan Development *The Committee will discuss the release of the grantee assessment report and review the Action Plan.*	Pat Dunn/Group	5:45
10. Committee Work Plan Update & Timeline *The Committee will begin to develop their timeline for the Committee work plan*	Group	6:35
11. Review Prioritization Meeting Evaluation Results *The Committee will review the prioritization meeting evaluation results and compare them to the Prioritization and Allocation evaluation results discussed in December.*	Group	6:45
12. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, January 3, 2005
25 Van Ness Ave., Room 330 B
5:00-7:00 p. m

Committee Members present: Randy Allgaier, Sparkie Spaeth, Walter Miller, Valerie Flood, Catherine Geanuracos
Council Support present: Jack Newby, Leah Crask, Wilhelmina Parker, Nicole Matos
Others present: Michelle Long Dixon (HHS)

1. Introductions
Wilhelmina Parker was introduced as the new Training & Evaluation Coordinator for Council Support.

2. Review/Approve Agenda
The agenda was reviewed and approved.

3. Review/Approve Minutes
The minutes for the December 15, 2004 meeting were reviewed and approved.

4. Announcements
No announcements were made.

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5. Public Comment
No public comments were made.

6. Steering Committee Update
The co-chairs presented a monthly update on the Steering Committee.
CM Allgaier discussed the Steering Committee retreat including the new Planning Council mission statement: "To create the ideal health care system for people living with HIV/AIDS." All committees were represented at the retreat and worked well together. The notes from the retreat were included in meeting handouts. A coordinated work plan will be presented at the 1/24/05 meeting.

7. Close Committee Co-chair Nominations- VOTE
CM Miller announced nomination of CM Geanuracos as co-chair (w/CM Miller); she accepted. The Committee approved CM Geanuracos' nomination as committee co-chair.

8. Review Grantee Assessment Council Presentation
No presentation was given but final report was handed out at meeting. The Committee will email comments back to Pat Dunn by 1/12/05. A presentation will happen in at the January Council meeting.
CM Geanuracos stated that the report can be confusing due to the lack of timelines and depth of detail.
CM Allgaier: presentation will be presented in a PowerPoint format.
Jack Newby suggested that the PowerPoint presentation should be broad but pinpoint specific areas of interest.
CM Allgaier agreed and stated that the PowerPoint presentation should last 15-20 minutes with question/answer session afterwards.

CM Geanuracos: Presentation should be well conceptualized in order to make the presentation easier to understand.
CM Allgaier: The Grantee Assessment process will be presented in a very broad overview of how it was done along with results and have time for questions at the end without getting into great detail due to the availability of detail in writing.
Michelle Long Dixon: Gave feedback on some wording problems to the consultant.
CM Allgaier: Asked Jack Newby to request that Pat Dunn give the presentation to the committee by 1/18/05 for final review.

9. Grantee Assessment Action Plan Development
Michelle Long Dixon: going to scrap original grantee assessment report and redo it with action items and stated that reaction to it needs to include having sign-off from those involved. There is a need to make them more accountable to this body. Another recommendation was to create action steps according to what people actually do. Fiscal, contracts and city employees are people that need to be held accountable to the process. The Solicitation process – contracting unit – has required the AIDS Office to put up for bid items that were not wanted to be in jeopardy of being cut. This has not been in the control of the AIDS Office.
CM Allgaier: Understands that AIDS Office is only accountable for so much. Asked if there was any way or area where someone can be pinpointed for accountability?
Jack Newby: Is a grantee assessment not an AIDS Office assessment? Keep in mind other's preconceived notions are present in the issues that are relevant to health.
CM Geanuracos: There are large goals but no objectives to create an action plan in order to move forward. There are no timelines, the committee needs to develop a process.
CM Allgaier: This is just a place to start.
Michelle Long Dixon: There is a need to create action steps in order to show whether things were accomplished or not. The Contracting process is a key process and difficult one involving the AIDS Office, DPH and the City.
CM Allgaier: Wants to use this process as a way to educate about CARE ACT funding resources and to be presented in a way that shows lines of accountability.
Jack Newby: Suggested breaking down the contracts process in terms of who is responsible for what and when within the process.
Michelle Long Dixon: Stated she wants to make the action happen but that many have their own perspectives. She will take the action plan back to AIDS Office to create action steps and who is responsible for what.
CM Geanuracos: Suggested that everything should fit specific standards of documentation.
CM Allgaier: Hopes to have all of this planned out by March.
Michelle Long Dixon: Agreed to have documentation by next meeting.
CM Spaeth: Suggested using a template.
Michelle Long Dixon: Stated that Pat Dunn does bring it back to the standards. Some need to be renegotiated because some are not appropriate anymore. She will walk through the areas that need improvement and present for next meeting. Wants the work to be done in partnership, as opposed to sending it out to those that aren't so involved after the fact.
CM Allgaier: There will be a HAPN meeting this Friday and he will reiterate the process and where things are at.

10. Committee Work Plan Update & Timeline
Jack Newby: Wants committee to buy-in on the timeline developed during the retreat. This committee impacts many other committees so it is important to make sure that all understand.

Priorities created: Needs Assessment by July, Grantee Assessment by March. Letters to counties explaining the presentation process have been sent out.
CM Allgaier: The Needs Assessment Working Group will start as soon as someone is on board, starting Feb/March. There is a joint process between this committee and planning. Need to make sure that the committee signs-off on this in order to continue.
CM Allgaier: Buy-in and reporting need to be established for the Needs Assessment. Need to revamp the timeline. Need folks that do outreach come in and discuss how to do Needs Assessments in order to find creative ways to get in touch with people not in care.
CM Geanuracos: This target population is very small so suggested closely delegating resources.
CM Allgaier: It didn't appear that this wasn't fully evaluated in the last evaluation.
CM Spaeth: Even with all of the resources that have been utilized, the success rates remain very low in Marin County.
Jack Newby: In regards to the timeline of meetings, there is a need to get them to start meeting within 30 days. People are already on line but paying them isn't possible until late March.
CM Geanuracos: This process can't start from scratch.
CM Allgaier: Agreed. No reformatting is to be done at this time, just recommending to the Planning Committee to have a discussion of category changes ASAP. CM Allgaier and CM Spaeth are on the committee and CM Geanuracos was requested to provide input since she was involved in the last round.
CM Geanuracos: How it worked the last time: Community Health Partnership did most of the work. The standard methodology that was created out of NY and was more robust, approximately 700-800 clients were sample, service category by service category with questions like, "Did you need the service?, Did you get the service you requested? Targeted client populations were the homeless, transgendered, different ethnicities and different genders at different ages. The overall result showed that small groups used large amounts of services as opposed to all using little. It took 1-2 months to collect the data and 2-3 months to evaluate and interpret the results.
CM Spaeth: Spoke of surveys done in Marin with a $20 Safeway coupon for completion of survey.
CM Geanuracos: Spoke of surveys done in specific neighborhoods.
CM Allgaier: Recommendation getting Steve Tierny and Ken Pierce because they focus on prevention to go to this task force for HIV prevention.
Jack Newby: Agreed due to their knowledge of models to follow.
CM Allgaier: Recommended getting Tracey Packer to assist.
CM Geanuracos: Suggested that someone should talk to HIV Prevention.
CM Allgaier: Need to set up a meeting sooner than later to work closer together since all agree to make it happen.
CM Spaeth: We have a Prevention Council in Marin so that could be used as a segway.
CM Allgaier: Asked if there were any more suggestions.
CM Spaeth: Send out assessment tool before the meeting.
Jack Newby: Task Force needs to sign off on RFP before it goes out. There is a web based survey that was used to get regional information. But then you only get clients that have internet access, therefore suggested paying already established outreach workers to target the hard to reach clients populations.
CM Miller: Asked if these people will do outreach to places like shelters and food banks? Yes…
CM Geanuracos: The risk of giving out incentives is that those that don't fit the profile show up anyway in order to get the incentive for participating.
Jack Newby: There is a difference between someone that sees a list of services and finds out that there are more options than they knew of; this is a want, not a need… this is something to discuss with the consultant.

CM Miller: Stated that some private practices are not giving in data, therefore they are another group that skews the data.

11. Review Prioritization Meeting Evaluation Results

Leah Crask: The Survey Monkey tool was discussed in the last meeting. The Committee reviewed the Council meeting evaluations. Basically in the beginning they were very positive but by the end they were quite negative about process. This will be discussed in next meeting.
CM Allgaier: Most participated in last year's process. He stated that this was talked about at the retreat. Another thing to look at is that the reality of cuts is different that the "cerebral" process of cuts. Many were dealing with the reality of making cuts for the first time which created an inability to make cuts. If there is decent training, people should be more prepared to make informed decisions regarding what to cut and save. Theoretical paradigms were used by consultants instead of dealing with what the reality was. Having Wilhelmina Parker on board should go far in removing this issue. How are we going to do Prioritization? Two meetings in July and a retreat August 28-29 are scheduled to synthesize all of the info from the year thus far in order to discuss as a whole. This year, anyone that misses the Data Summit will not be allowed to vote.
CM Miller: Suggested putting all prioritization information on one sheet in order to better compare data.
Leah Crask: Stated that it was done that way in the past but not this time.
CM Allgaier: This Council has many less meetings than any other in the state. This council meeting will be the 2 day meeting in August. He suggested that all attend the next Planning Committee meeting next Thursday to get more in depth information about last year's prioritization.
CM Spaeth: Suggested that new people are educated before hand in order to participate better.

12. Next Meeting Date & Agenda Items

Leah Crask: 2/7/05 is the next meeting.

- Action plan
- needs assessment
- CM Allgaier suggested bringing someone in to talk about what to do after the needs assessment.

The meeting adjourned at 6:40pm.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, February 7, 2005
25 Van Ness Ave., Room 330 B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *January 3, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Action Plan Development *The Committee will begin to develop the Action Plan with HIV Health Services, AIDS Office.*	Group/ Michelle Long Dixon	5:20
8. Update on Grantee Assessment Presentation to HAPN *CM Allgaier will give an update on the Grantee Assessment presentation to the HIV Providers Network.*	Randy Allgaier/Group	6:00
9. Review Standard Council Meeting Evaluation & Results *The Committee will review changes to the standard Council Meeting Evaluation and the results from the January 24, 2005 Council Meeting.*	Group	6:05
10. Needs Assessment Process Update *The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.*	Council Support/Group	6:15
11. Background/ Discussion of Counties in the EMA *The Committee will discuss background information regarding the presentations from San Mateo and Marin County. The committee will then forward their ideas to the Steering Committee.*	Group	6:25
12. Next Meeting Date & Agenda Items	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, March 7, 2005
25 Van Ness Ave., Room 710
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *February 7, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Action Plan Development *The Committee will continue to develop the Action Plan by reviewing the results of the grantee assessment. The Committee will continue with Standard 4.The Committee will work with HIV Health Services, AIDS Office in the development of the Action Plan.*	Group	5:20
8. Review Service Categories *The Committee will review the Service Categories the Council used for prioritization and make recommendations for the service categories the Council should use in the coming prioritization/ allocation process to be consistent with the HRSA Categories.*	Group	6:00
9. Review Standard Council Meeting Evaluation Results *The Committee will review changes to the standard Council Meeting Evaluation results from the February 28, 2005 Council Meeting.*	Group	6:35
10. Needs Assessment Process Update *The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.*	Council Support/Group	6:45
11. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft NOTES
Monday, March 7, 2005
25 Van Ness Ave., Room 710
5:00-7:00 p. m

Committee Members Present: Randy Allgaier (co-chair); Catherine Geanuracos (co-chair); Valerie Flood; Sparkie Spaeth;
Committee Members Absent: Walter Miller, Jr.
Council Support Present: Leah Crask, Skot Jonz
Others Present: Michelle Long-Dixon

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1. Introductions
No Introductions.
2. Review/Approve Agenda
The agenda was reviewed and approved.
3. Review/Approve Minutes
The minutes from the February 7, 2005 minutes were reviewed. Regarding Standard 1A: change "periodically" to "annually". No other changes to minutes. Minutes were approved.
4. Announcements
CM Allgaier announced that the grant award was $28.2 million, a 5.2% reduction from last year. Believed the grant application would result in flat funding and surprised that there was a reduction. Committee discussed other EMA awards, with SF EMA among modest losers. Committee discussed.
Leah Crask identified Council Support assigned to this Committee.
No other announcements.
5. Public Comment
There was no public comment.
6. Steering Committee Update
CM Allgaier was absent from the Steering Committee meeting. CM Geanuracos indicated that Marin and San Mateo County issues were discussed and that it was a good meeting. CM Geanuracos stated that service categories were not discussed at Steering.
CM Allgaier suggested that the Planning Council needs to do some soul searching on the matter of conducting of meetings, and that Committee Members offer ideas for how meetings be conducted. This to be discussed in greater detail later on this agenda.

7. Grantee Assessment Action Plan Development
Upon the arrival of Michelle Long-Dixon from the AIDS Office to the meeting, Committee continued discussion of the Action Plan Standards beginning with Standard 4, and reviewed the other standards discussed in last month's meeting.
Committee discussed Standard 4d, and whether more precise monitoring should be developed. Since scoring was high, it is considered a non-issue.
Committee discussed Standard 4f specifically to define "adequate notice".
Committee discussed Standard 4g and regularly assessing effectiveness of program.
Committee discussed Standard 4h and clarified the monitoring report completed and sent to subcontractor within two months of submission (and review) of the protocol.
Michelle Long-Dixon added that the AIDS Office scored low and agreed that the two months was two months from the time of the site visit or the review.
Committee discussed Standard 4i and agreed that although there is not a formal system there is a process for consumers to participate in the monitoring. Committee agreed that the word "system"

implies an organized formal system. Michelle indicated that there is a formal "matching system" to identify consumers to participate in monitoring. The wording was adjusted to clarify this.
Committee discussed the Standard 5a and 5b and agreed that it was problematic because the MOU is unavailable, and confusion because of lack of clarity around how much or what type of information is wanted.
With time remaining, Committee reviewed discussion of Standards that took place at last month's Evaluation Committee meeting, and asked for input from Michelle Long-Dixon. Michelle asked who would determine what the appropriate agencies are to be included on the list. Committee discussed a standard to include providers, HIV contractors, sub-contractors in the counties, and others to be included.
Committee discussed Standard 1B and agreed that it relates to Standard 3, to be discussed later.
Regarding Standard 2: Committee discussed the 30-day minimum and informed Michelle Long-Dixon that this would be reviewed with her at a later date. Michelle asked what is going to be ended up with, and unclear. Committee agreed standards are vague and the Action Plan will have a measurable outcome. Trying to clarify things so the action plan can have some teeth to it. Michelle indicated that she is now clear.
Regarding Standard 2c, no specific timeline would be placed, but suggested a 30-day minimum in Standard 2-d. Committee discussed.
Committee discussed Standard 3b and the development of a schedule.
Committee discussed Standard 3c and how long each step should take.
Committee discussed Standard 3d.
Committee discussed Standard 3e and reviewed that the word "prompt" needed clarification.
Committee discussed that Standard 4a was not changed.
Committee discussed Standard 4b.
Committee discussed with Michelle Long-Dixon that having time frames gives the Action Plan some structure. Committee discussed goals and objectives and the steps necessary to achieve those goals and objectives.
Committee asked Michelle to point out suggestions. Michelle distributed to Committee Members the Action Plan Ideas revised 3/7/05 which is on file at Council Support Offices. Specifically, Michelle discussed that requests for information from Planning Council to AIDS Office have a single point of contact.
Committee discussed the MOU was not the type of MOU needed and Michelle indicated that the AIDS Office would start again.
Committee discussed threshold recommendations. Discussion that the MOU should be with AIDS Office and the Action Plan two-tiered with AIDS Office and DPH.
Michelle reviewed other changes as indicated in bold on the Action Plan.
Committee agreed that not much disagreed with from the AIDS Office with Action Plan.
Michelle asked how far to go on this before the MOU done. Committee agreed on forwarding recommended standards, timelines, and Action Plan items to I&P. This committee gives information to I&P to develop the MOU first draft and this committee can fill in gaps in the Action Plan based on the MOU.

8. Review Service Categories

Leah Crask informed Committee about the Service Categories lists from HRSA and the prioritization process. Handouts to all present and on file at Council Support Offices. Committee reviewed and discussed that there were not many differences. Committee discussed cutting of transportation funding and that those programs had been de-funded. In Needs Assessment it was not a high priority although in community forums it was discussed as a need.
Committee discussed that categories are the same and some categories have been collapsed to fit into present categories, and the only difference is the language. Committee discussed the need to clarify by looking at categories to determine how they are grouped. Committee making

recommendations so there is consistency in the Needs Assessment. Recommended using the HRSA Category list for Needs Assessment to capture what was prioritized in the last process. Everyone in agreement that the HRSA list looks fine.

9. Review Standard Council Meeting Evaluation Results

Committee reviewed the February 28, 2005 Council Meeting Evaluation results and agreed that it was necessary to stick to the motions listed in the agenda. Committee also discussed how to limit the time of presentations. Committee discussed how the Planning Council Members want time for opinions, no extra meetings, all while not going over time, which would require fewer items on the agenda, which means risking not having everything discussed by the end of August. Committee discussed the possibility of more being done in committees. Committee discussed the need of having a "how to be in a meeting" training session, and how to instruct co-chairs to enforce time limits and limit time of debate. Remind people to get to the point and agreed that Steering Committee should discuss time limits within the agenda.

Committee agreed on the need to have a reasonable number of agenda items. Committee discussed that too many PowerPoint presentations in one meeting can cause people to lose attention. Committee agreed that too much information is being given to people, and possible ways to change this. Example used was the presentation on prioritization at the last Planning Council meeting went too long. Planning Council Support indicated that this item was allocated 30 minutes on the agenda. Committee suggested moving AIDS Office and other guest presenters to beginning of agenda. Any other issues forwarded to Steering, included the issue of food and how to allow time for eating for those living with HIV who may need to take medications. Discussed that having food available during the whole meeting time and allowing people to get up as needed. Recommended that food be presented at the beginning. Committee discussed that the table space was too large and that public was too far away and recommended that the table be set up smaller. Also recommended the use of the microphone. Committee agreed that the space was good, but set-up was an issue.

10. Needs Assessment Process Update

Committee discussed the choosing of a contractor, Harder & Co. and a meeting next Wednesday with the Needs Assessment Working Group. Committee discussed whether the tool would be changed, and agreed that it would remain relatively the same. Committee discussed other activities with regard to the Needs Assessment Working Group, the need for consumer representation, and that it would be brought up at the community forum. Representatives of Harder & Co. will be in attendance at the next Community Outreach and Advocacy Meeting. Committee agreed that the choice of Harder & Co. was a good one.

11. Next Meeting Date & Agenda Items

Committee agreed that next meeting date was April 4.

Committee agreed that review of MOU should be on the next agenda. Also added that this Committee should work better on tracking money and discuss how this Committee could evaluate budgeting and contracting concerns. CM Geanuracos provided an example by citing how to get the AIDS Office to not have unspent dollars. Requesting a reporting system from the AIDS Office may be discussed at the next meeting.

The meeting was adjourned at 6:54 pm

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, April 4, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *March 7, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Action Plan Development *The Committee will review a draft Action Plan developed out of the Grantee Assessment and will vote to forward the action and Timeline to the Infrastructure & Policy Committee for inclusion in the Memorandum of Understanding.*	Group	5:20
8. Review Service Categories *The Committee will review or forward to Planning for completion the Service Categories the Council used for prioritization and make recommendations for the service categories the Council should use in the coming prioritization/ allocation process to be consistent with the HRSA Categories.*	Group	5:50
9. Review Standard Council Meeting Evaluation Results *The Committee will review changes to the standard Council Meeting Evaluation results from the March 28, 2005 Council Meeting.*	Group	6:35
10. Needs Assessment Process Update *The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.*	Council Support/Group	6:45
11. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee DRAFT MINUTES
Monday, April 4, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Committee Members Present: Randy Allgaier; Catherine Geanuracos (co-chair); Valerie Flood, Sparkie Spaeth; Walter Miller, Jr. (co-chair)
Council Support Present: Wilhelmina Parker, Skot Jonz
Others Present: Michelle Long Dixon

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1. Introductions

2. Review/Approve Agenda
Committee reviewed and approved the agenda.

3. Review/Approve Minutes
March 7, 2005 Minutes
Committee reviewed minutes from the March 7, 2005 Evaluation Committee meeting. With no objections, the minutes were approved by consensus. Later discussion requested that the minutes be reviewed and amended to reflect more specific information regarding decisions made on Standards in Item 7.

4. Announcements
CM Spaeth announced that Marin County officially completed its prioritization and allocation process. CM Spaeth also reported that a Community Forum takes place tomorrow night.

CM Allgaier discussed the presence of a derogatory letter to the editor in the B.A.R. regarding the Community Forum at the LGBT Center. CM Allgaier stated that Council Members have written a response clarifying the issue.

CM Geanuracos announced that she will be out of town from next Monday through May 8 and will not be in attendance at the next meeting.

5. Public Comment
There were no public comments.

6. Steering Committee Update
CM Allgaier updated Committee Members on the activities of the Steering Committee meeting, and mentioned that nothing of note occurred that was not discussed at the Council Meeting. CM Allgaier advised Committee Members that a joint meeting with Prevention is being scheduled.

7. Grantee Assessment Action Plan Development

Committee reviewed changes to the Action Plan discussed at prior meetings.
Committee discussed Standard 3-B and a 90-day time period for making awards and completing contracts. Committee discussed completing details of the standards by May Evaluation meeting and can be brought to the I&P Committee meeting that month.
Michelle indicated having the complete copy with all changes before she can move forward in the AIDS Office to fiscal and contracts. But must have these changes completed within the next few days for Committee to review.

8. Review Service Categories

CM Geanuracos mentioned that the categories were discussed at the Needs Assessment Working Group and they decided that the categories were too broad and need more specifics.
CM Allgaier mentioned that mapping categories to HRSA categories will permit the prioritization process to move forward more easily.
Michelle discussed her discussions with Orange County EMA about their experience in getting back to the HRSA categories was very intense. She explained how the budget categories developed by the AIDS Office are different than those by the Planning Council and may look different, but is necessary when working with HRSA. The broad categories help give contractors more flexibility but can also restrict them. She discussed the importance of prioritization by specific HRSA categories, and that it may be too abrupt to change this year, but next fiscal year must be prepared to make these changes.
CM Spaeth discussed the efforts of Marin County to rearrange certain service categories to match those of HRSA.
CM Allgaier commented on developing the COE was the result of a great deal of creativity from looking at broad categories.
Committee discussed the importance of identifying these changes in light of more pending cuts.
Committee discussed the need to recommend something to Planning.
CM Allgaier indicated that intention of the Planning Committee is not to change anything this year.
Michelle asked for clarification on the recommendation to not change prioritization categories.
Committee discussed that the AIDS Office budget works with the HRSA categories, and that there is a dual system in use in order to coordinate with the categories defined by the Planning Council.
Committee discussed that HRSA is standard across the board for all EMAs.
Michelle indicated the need for a more in-depth discussion with committees in order to work through this change, specifically the Planning Committee.
CM Allgaier asked if the Council would still be able to allocate at the same level, and Committee discussed with Michelle the importance of keeping prioritization and allocation separate, and how to work with reductions and eliminating sub-categories.
Committee agreed to prioritize categories more broadly, but during allocation then it could be looked at more specifically with subcategories about what could be eliminated.
CM Allgaier indicated that he would make a recommendation to Steering.
CM Miller suggested that Evaluation Committee evaluate, look at it and do it, and make a recommendation.
CM Geanuracos indicated that it needs to go Planning, and some committee needs to work on it.
Committee discussed that need to get it across to Council Members through training the process of identifying the HRSA categories.
Michelle stated that she would contact someone in Orange County EMA about how they worked through the process, and if they have any document that could be made available to the SF Planning Council.
CM Miller discussed that Contra Costa does a flat funding process, and asked what is done here.
Committee discussed the various funding scenarios with different reduction levels.
Committee agreed that this should go to Steering Committee to decide the most appropriate committee to work on it. Evaluation is willing to work on it, but their recommendation is for Planning to take it.

Committee also discussed that there is the possibility that certain HRSA categories may eventually be eliminated altogether.
Committee agreed that something should be agreed on and decided by July.
Committee agreed that Wilhelmina Parker will no doubt be having a major training opportunity around this issue in an upcoming Council Meeting.

9. Review Standard Council Meeting Evaluation Results
Committee and Wilhelmina Parker reviewed the evaluation results from the previous Council Meeting, as well as a comparison of the last three months' meetings. Wilhelmina discussed adding several questions to the evaluation to help determine what is working best. Committee was pleased with the higher response rate.
Committee discussed that the last meeting seemed to flow more smoothly, had less on the agenda, and the co-chairs managed the time better. Committee discussed that there was little public comment which helped to keep the meeting from going over time.
CM Allgaier reported on a comment from someone who did not complete an evaluation regarding being less partisan in discussions. It was implied that if such partisan discussions continue that this person would file a complaint with HRSA.
Committee discussed the comments about getting documents from presenters to Council Members in a more timely fashion. Michelle indicated that due to time constraints and other issues in her office that it might be difficult for her to get presentations to Council Members any sooner than she does already.
CM Allgaier suggested that receiving documents and handouts at the last minute and being asked to make a decision on the matter causes unease for some people.
Committee discussed that Council Support is creating an electronic file of all documents and presentations.
CM Miller reminded Committee that some people cannot open electronic documents because of inconsistency in software.

10. Needs Assessment Process Update

The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.

CM Geanuracos provided an update on the Needs Assessment Working Group, the realistic timeline, and that they got through part of the survey instrument in making revisions. The overall perspective is to collect smaller amount of information more accurately rather than too much information that is not useful, but try to keep things as consistent as possible for purposes of annual comparisons. CM Geanuracos reported that the group discussed several issues around housing that did not apply to Marin and San Mateo, and the instrument was being adapted accordingly for those counties. She reported that H&Co. is working on finding a better meeting space to accommodate longer meetings. The Working Group hopes to get through most or all of the survey instrument by the next meeting. CM Geanuracos also indicated that the NAWG discussed the Community Forum.

11. Next Meeting Date & Agenda Items

Committee discussed the next agenda. Nothing new added.

The meeting adjourned at 6:25 pm.

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, May 2, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *April 4, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Grantee Assessment Action Plan Development-VOTE *The Committee will review a draft Action Plan developed out of the Grantee Assessment and will vote to forward the action and Timeline to the Infrastructure & Policy Committee for inclusion in the Memorandum of Understanding.*	Group	5:20
8. Review Council Policy & Procedures Table of Contents *The Committee will review a draft of the Council Policy & Procedures Table of Contents and discuss adding or changing any pertinent documents to this committee. The committee will begin to review the documents if time allows. The committee will continue to review their appropriate documents at the next meeting.*	Group	5:55
9. Review Standard Council Meeting Evaluation Results *The Committee will review changes to the standard Council Meeting Evaluation results from the March 28, 2005 Council Meeting.*	Group	6:35
10. Needs Assessment Process Update *The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.*	Council Support/Group	6:45
11. Next Meeting Date & Agenda Items	Group	6:55

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San Francisco Department of Public Health, AIDS Office
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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, May 2, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Committee Members Present: Walter Miller (co-chair); Valerie Flood
Committee Members Absent: Catherine Geanuracos; Sparkie Spaeth, Randy Allgaier
Other Council Members Present: Brian DiCrocco
Council Support Present: Wilhelmina Parker, Skot Jonz
Others Present: Michelle Long-Dixon

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1. Introductions

2. Review/Approve Agenda
The Committee reviewed the agenda. Quorum was not met, and those present approved the agenda without objections.

3. Review/Approve Minutes
April 4, 2005 Minutes
The Committee reviewed the minutes from the April 4, 2005 Evaluation Committee meeting. There were no changes. Those present approved the minutes.

4. Announcements
Wilhelmina announced trainings for new Council Members, with an orientation on the 12th and a Robert Rule's training on the 20th. A diversity training is in the works.

5. Public Comment
There were no public comments.

6. Steering Committee Update
CM Miller reviewed the activities and discussions of the Steering Committee meeting from April 18, 2005.

7. Grantee Assessment Action Plan Development-VOTE
The Committee will review a draft Action Plan developed out of the Grantee Assessment and will vote to forward the action and Timeline to the Infrastructure & Policy Committee for inclusion in the Memorandum of Understanding.
Wilhelmina provided an update on the Action Plan and mentioned that CM Genauracos has additional revisions but is on vacation. Committee agreed to review the Action Plan at a future meeting.
Michelle mentioned that certain items discussed at previous Committee meetings have not been removed as per her request. She was advised by Council Support, Wilhelmina Parker, to forward those comments and changes to Wilhelmina or Jack at Council Support.

8. Review Council Policy & Procedures Table of Contents
Committee reviewed the Policy & Procedures Table of Contents, specifically the section regarding Evaluation Committee. Several questions were directed to Council Support for clarification and CM Flood asked if the items regarding "Council Meeting Evaluation" and "Planning Council Evaluation" could be more specific to "Monthly Council Meeting Evaluation" and "Yearly Planning Council Evaluation". Committee reviewed the document entitled

"Evaluation of the Council Structure" and the draft Table of Contents. No other changes were discussed or noted.

9. Review Standard Council Meeting Evaluation Results

Committee reviewed the Council Meeting Evaluation results. Wilhelmina Parker discussed with Committee members the evaluation forms and discussion ensued regarding re-wording certain aspects of the form, but no definitive changes were decided upon.
Michelle suggested looking annually at the trends to determine whether the evaluation form is useful, if people are not responding perhaps information received is irrelevant.
Committee reviewed client satisfaction surveys from the latest community forums and the Consumer Rights Advocacy Project.
Michelle made a recommendation to make the verbiage and language consistent throughout. Council Support, Wilhelmina made a note.

Committee reviewed the document entitled "Evaluation Committee Proposal" (copy on file at Council Support Offices).

Michelle discussed the item "Evaluation of Council Support" and suggested that should be conducted and compiled by someone other than Council Support, perhaps the tabulation of the surveys should be done by Evaluation Committee.

Committee discussed the item: 3-Year Plan Evaluation and indicated that the work needs to begin now so that a plan is in effect by March 1, 2006. Committee discussed that it is the responsibility of Planning Committee to work on this Plan, with the Evaluation Committee reviewing it, with the help of Council Support.

Committee discussed the importance of adding a column for date of when the item was last completed, so that it is easier to determine when something needs to be done next.
Committee also discussed the importance of adding a column that indicates which Committee is responsible for which project.

Committee made a note regarding a typo in the paragraph ending: "...implement and deliver quality services that to those people living with HIV/AIDS who need them the most." [delete the word "that".

Committee discussed eliminating acronyms such as RFP and making it more understandable to those who may not be aware of all of the acronyms.

Regarding the paragraph beginning with "Due to the current strained Council Support capacity..." Michelle mentioned that this has a budgetary impact and suggested clarifying for moving forward for budgetary approval. The same was stated for the next paragraph that begins "Additionally, due to capacity issues, the Evaluation Committee recommends that hiring a part-time evaluation coordinator be considered...".

In Matrix Tier III – Evaluation of Planning and Implementations' Impact on the System of Care, Michelle mentioned that it is unclear about who is doing the report. Committee also agreed that there should be a specific month for completion noted, and whether it applies to the current Needs Assessment process. Should there be a consultant to do that and which committee is doing the evaluation.

Wilhelmina Parker reviewed with Committee the list of items to be discussed with Jack Newby regarding modifications to the Evaluation Committee Proposal Evaluation Matrix. Committee agreed.

Wilhelmina Parker reviewed with Committee the surveys from recent community forums. Committee discussed.

Michelle suggested having something to determine what individual Planning Council members find to be the most important and useful. She suggested a survey before prioritization. Committee discussed other activities and information that is not very useful.
CM Flood suggested narrowing down the few things that are most important in making these decisions in prioritization. She also suggested that out of the huge volume of information received and necessary to review last year, very little was actually used in the decision-making.

10. Needs Assessment Process Update
Council Support, Skot Jonz, reviewed with Committee the activities of the Needs Assessment Working Group and mentioned that the survey instrument was completed and being reviewed for finalization this afternoon.
CM Flood indicated that she had received an email attachment but it was too large to print out, cut-off at the margins, and wondering if that could be looked into.

11. Next Meeting Date & Agenda Items

Committee discussed the next meeting date as June 6th, 2005.
Committee discussed items for the next agenda to include:
Continuation of Grantee Assessment Action Plan Development
Review Modified Council P&P Table of Contents
How information from community forums is presented to the Council.

Meeting adjourned at 6:09 pm.

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, June 6, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *May 2, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Needs Assessment Update *An update on the Needs Assessment process will be provided to Committee.*	Council Support	5:20
8. Grantee Assessment Action Plan Development- (Cont.) *The Committee will continue reviewing a draft Action Plan developed out of the Grantee Assessment. Committee will review Grantee comments to the Assessment, if available.*	Group	5:25
9. Review Modified Policy & Procedure Table of Contents (Cont.) *The Committee will review modifications to the Council Policy & Procedure Table of Contents. Council Support will provide a status summary of appropriate documents for Committee to review and approve for development of a policy..* • *Grantee Assessment Procedures* • *Monthly Council Meeting Evaluation* • *Yearly Planning Council Evaluation*	Group	5:45
10. Evaluation of Three-Year Plan *The Committee will discuss the process for scheduling and evaluating the Three-Year Plan by reviewing Executive Summary from prior Three-Year Plan, including a discussion of meeting current goals and future planning.*	Group	6:20
11. Presenting Data from Community Forums to Council *Council Support will summarize evaluations from the recent Community Forum and discuss the consultant process for presenting data from community forums to the Council.*	Council Support	6:45
12. Next Meeting Date & Agenda Items	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee DRAFT MINUTES
Monday, June 6, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Committee Members Present: Walter Miller (co-chair) Catherine Geanuracos (co-chair) Valerie Flood, Sparkie Spaeth,
Committee Members Absent: Randy Allgaier
Other Council Members Present: Charles Siron, Raymond Banks
Council Support Present: Wilhelmina Parker, Skot Jonz, Hyla Breidenbaugh

1. Introductions
CC Miller called meeting to order and everyone introduced themselves.
2. Review/Approve Agenda
Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve Minutes
Committee reviewed the May 2, 2005 Minutes and they were approved by consensus.

4. Announcements
CS Parker announced an upcoming training. She will send the information out by email.

5. Public Comment
There were no public comments.

6. Steering Committee Update
CC Geanuracos gave an update on the Steering Committee activities, and referred to Steering Committee meeting draft minutes.

7. Needs Assessment Update
CS Jonz gave a status update of the Needs Assessment Process based on conversations with Harder & Company earlier today. It was discussed that the Spanish language survey is completed and due to be distributed next week. Additionally, a session was being held today in San Mateo County, and another is being scheduled for Marin County, but no date has been set. As of today, H&Co. indicated 350 completed surveys in house, and the data is being compiled. They are receiving a high volume of calls daily. CS Jonz indicated that a special meeting was being called for the Needs Assessment Working Group that will review the Provider Survey on June 10. CM Spaeth asked if there had been any feedback from the survey. CM Banks feels Harder & Co is doing a good job.

8. Grantee Assessment Action Plan Development- (Cont.)
CC Geanuracos gave update regarding draft Action Plan. A timeline was established.
CM Banks would like to see more specific language. Committee agreed that wording used in Action Plan may need clarifying. One specific example includes "Increase transparency and collaboration in decision-making". It was agreed that the Action Plan is in its final form. The committee adopted draft 3 as the final Action Plan, pending further communication with Michelle Long Dixon, AIDS Office. Committee discussed a time-line for AIDS Office response and a completion date. CM Geanuracos mentioned that this document does not need to return to this Committee again. Council Support to follow up with Michelle Long-Dixon at AIDS Office to inform her that the Action Plan has been adopted by Committee and is moving on to Co-Chairs. Committee agreed there was no need to wait for

a response while informing the AIDS Office that the document is being passed on to Council Co-Chairs and incorporated into the Memorandum of Understanding through the Infrastructure & Policy Committee.

9. Review Modified Policy & Procedure Table of Contents (Cont.)
CS Jonz reviewed the revised Table of Contents. Refer to Table of Contents draft.
• Grantee Assessment Procedures
• Monthly Council Meeting Evaluation
Quarterly Council Meeting Evaluation will be added to the table of contents.
• Yearly Annual Planning Council Evaluation-Yearly was changed to Annual and other edits were made to the document. CS Parker will make the changes.
Copies of these documents were available at the meeting and reviewed.
CC Miller asked who would be responsible for the actual support staff evaluation.
CC Geanuracos' understanding is that it will be handled internally by Shanti.
Community input mechanism was diseussed.
An archive of Needs Assessment Data was discussed.
Action: Needs Assessment Survey results included in new Council Member packet.
Action: Council Support will make revisions to the documents to be included in the Policy and Procedure Manual.

10. Evaluation of Three-Year Plan
The Committee discussed the process for scheduling and evaluating the Three-Year Plan by reviewing Executive Summary from prior Three-Year Plan, including a discussion of meeting current goals and future planning.
CS Flood passed around a list of goals and their status. A process to evaluate the goals needs to be in place.
CC Geanuracos recommends using the format that CM Flood provided for the goal list.
Committee discussed whether Planning Committee needs to have Evaluation Committee evaluate the previous Three Year Plan before developing the next one, and it was agreed that it would be helpful to have some idea of the Planning Committee timeline in this regard. It was agreed that it is necessary to review and evaluate the goals of the Three Year Plan.
Action: Meeting needed with Co-Chairs and Director to discuss Three Year Plan. To be scheduled.
Action: Distribute to Committee Members a copy of the previous Three Year Plan via email and/or hard copy.

11. Presenting Data from Community Forums to Council
CS Parker summarized the evaluations from the recent Community Forum and discussed the consultant process for presenting data from community forums to the Council. CS Parker got the sense that people didn't like being rushed to vote, but overall assessment was good. Outreach and attendance was also discussed.

12. Next Meeting Date & Agenda Items
Due to the July 4th holiday on a Monday, the regular meeting date of Evaluation Committee will be on Tuesday, July 5th 25 Van Ness Ave., Room 330A 5:00-7:00 p. m Next Agenda Items: Three Year Plan will be the focus of the meeting.

Adjourned 6:56pm.

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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Membership Committee | Planning Committee | Steering Committee

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Tuesday, July 5, 2005
25 Van Ness Ave., Room 330A
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *June 6, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Evaluation of Three-Year Plan *The Committee will begin evaluating the current Three-Year Plan with a discussion of meeting current goals and developing the next Three-Year Plan.*	Group	5:25
8. Next Meeting Date & Agenda Items *Next meeting date is scheduled for Monday, August 1 at 25 Van Ness Room 330B*	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Tuesday, July 5, 2005
25 Van Ness Ave., Room 330A
5:00-7:00 p. m

Committee Members Present: Catherine Geanuracos (co-chair) Randy Allgaier Valerie Flood, Sparkie Spaeth
Committee Members Absent: Walter Miller (co-chair)
Other Council Members Present: Charles Siron,
Council Support Present: Wilhelmina Parker, Hyla Breidenbaugh

1. **Introductions**
 Introductions were not necessary.

2. **Review/Approve Agenda**
 The agenda was reviewed and approved by consensus. No comments were made.

3. **Review/Approve Minutes**
 The group reviewed the *June 6, 2005* minutes and they were approved by consensus.

4. **Announcements**
 No announcements were made.

5. **Public Comment**
 None

6. **Steering Committee Update**
 CM Geanuracos presented a monthly update of the Steering Committee activities and discussions.

7. **Evaluation of Three -Year Plan**
 CM Geanuracos passed out a draft chart of Goals, Objectives, and Activities.(Draft Document on file.) The group decided to go through the draft line by line and make revisions. The first part of the chart covered System-wide Goals, Objectives and Activities. CM Geanuracos was not here for the first year, so her data is based on the meeting minutes. The group reviewed the Objectives, and discussed what the Council did during years 1, 2 & 3 and what the Evaluation Status was. The group identified what Goals & Objectives were done, not done, in progress, need changing or deleting, unsure and recommendations.
 Changing the table by combining the three years into one column was discussed. It was decided to make two reports. A more detailed report for those working on the new Three Year Plan and another report for those that want a shorter version.
 There was uncertainty about DPH being responsible for accomplishing some of the Objectives.
 The following items were discussed:
 - Transgender and Cultural Competence training
 - Screening for Benefits
 - Evaluating agencies for cost effectiveness

 The second part of the draft chart dealt with Service Category Goals, Objectives and Activities. The group discussed the following:
 - Dental care was discussed and it was decided to include the reason, lack of funding, for the outcome.
 - Home health care and dementia

- Housing
- Food, Mental Health and Substance Abuse priorities

Lack of funding was the main reason that some of the goals were not met.

The goals and evaluation outcome for the following was discussed:

- Client Advocacy
- Case Management
- Day & Respite Care
- Transportation. The group decided to change the wording *Taxi Vouchers* to *transportation vouchers*.

The Planning Council Goals and Objectives was discussed. Committee structure was changed with the Council's input.

ACTION: CS Parker to give CM Geanuracos a list of council training that have been held.

The needs assessment was discussed. It was mentioned that Marin County conducted their own needs assessment. A history of who actually made the Three Year Report. One person completed the first year of the report, the second year by someone else and the third year is the Evaluation Committee.

ACTION: CM Geanuracos to make revisions to her draft chart and then email it to council support, Michelle Long and Russ Zellers -AIDS Office, Bill Blum and the Council co-chairs from Marin County and San Mateo County.

The response timeline for the Three Year Evaluation and the next 3 year plan was discussed. It was decided to ask for revisions by the end of the month. Making a presentation at the full council meeting was discussed.

DRAFT

8. Next Meeting Date & Agenda Items

Next meeting date is scheduled for September.

Adjourned by CM Geanuracos at 6:45pm.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Tuesday, September 6, 2005
25 Van Ness Ave., Room 330A
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *July 5, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Council Support Evaluation- VOTE *The Committee will review and make changes to the Council Support Evaluation and then vote to approve the evaluation for distribution.*	Group	5:20
8. Evaluation of Three-Year Plan *The Committee will begin evaluating the current Three-Year Plan with a discussion of meeting current goals and developing the next Three-Year Plan.*	Group	5:40
9. Evaluation Policies & Procedures Review- VOTE *The Committee will review the draft policies and procedures related to this committee and vote to approve the document for inclusion in the Council's Policies & Procedures Manual.*	Group	5:55
10. Council Meeting Evaluations- 6 Month Review *The Committee will review the progress of the past six months Council Meeting evaluations. The Committee will suggest changes as needed.*	Council Support	6:20
11. Prioritization & Allocation Process Evaluation *The Committee will discuss development of an evaluation for the Prioritization & Allocations process.*	Group	6:35
12. Next Meeting Date & Agenda Items *Next meeting date is scheduled for Monday, October 3, at 25 Van Ness Room 330B*	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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This message was sent with High importance

From: Leah Crask [lcrask@SHANTI.ORG] **Sent:** Tue 9/6/2005 1:51 PM
To: SF_HIV_Health_Services_Planning_Council@yahoogroups.com; SF Docs
Cc: Skot Jonz; Wilhelmina Parker
Subject: Evaluation Committee Mtg Today CANCELLED!!!
Attachments:

The Evaluation Committee Meeting this evening has been CANCELLED!

Thank you

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Shanti - 30 Years of caring and supporting people with life-threatening illnesses.

Leah Crask

Administrative Coordinator

HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Phone: (415) 674-4768 Fax: (415) 674-0371

Email: lcrask@shanti.org

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Tuesday, October 3, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *July 5, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Council Support Evaluation- VOTE *The Committee will review and make changes to the Council Support Evaluation and then vote to approve the evaluation for distribution.*	Group	5:20
8. Evaluation Policies & Procedures Review- VOTE *The Committee will review the draft policies and procedures related to this committee and vote to approve the document for inclusion in the Council's Policies & Procedures Manual.*	Group	5:40
9. Council Meeting Evaluations- 6 Month Review *The Committee will review the progress of the past six months Council Meeting evaluations. The Committee will suggest changes as needed.*	Council Support	6:00
10. Prioritization & Allocation Process Evaluation *The Committee will discuss development of an evaluation for the Prioritization & Allocations process.*	Group	6:20
11. Open Committee Co-chair Nominations- VOTE *The Co-chairs will open committee co –chair nominations, if ready the committee will vote on new committee co-chairs.*	Group	6:50
12. Next Meeting Date & Agenda Items *Next meeting date is scheduled for Monday, November 3, from 5-7 pm at 25 Van Ness.*	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
Evaluation Committee Draft Minutes
Monday, October 3, 2005
25 Van Ness Ave., Room 330B
5:00-7:00 p. m

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Committee Members Present: Randy Allgaier, Sparkie Spaeth, Valerie Flood, Mary Lawrence Hicks
Committee Members Absent: Anita Booker (excused)
Other Council Members Present: None
Council Support Present: Wilhelmina Parker, Skot Jonz
Others Present: None

1. Introductions
CM Allgaier decided to chair the meeting, pending co-chair elections later in the meeting. Committee discussed new members to the committee, and that CM Booker is temporarily on a leave of absence, and does not count towards quorum. Committee discussed that at least one of the new Council Members may sign on to this committee.

2. Review/Approve Agenda
Committee reviewed the agenda. Without objection, the agenda was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes from July 5, 2005. Without objection, the minutes were approved by consensus.

4. Announcements
CM Allgaier announced the leave of absence for CM Booker.

5. Public Comment
No public comments.

6. Steering Committee Update
CM Allgaier reviewed the activities and discussions from the latest Steering Committee meeting.

7. Council Support Evaluation- VOTE

Committee reviewed the draft document entitled "Planning Council Support Evaluation" and excerpt from the Shanti contract for Council Support. (Documents on file at Council Support Offices). CM Allgaier discussed the items that are up for regular evaluation, including Council Support, and provided background information to Executive Director, Kevin Burns of Shanti. The Planning Council needs to evaluate the program and the director of the program. He explained how this is a high-priority item.

Council Support Wilhelmina Parker reviewed the evaluation form with Committee. Committee discussed. Ms. Parker made notes regarding modifications to the evaluation, including how to solicit input and evaluation from the grantee, the Counties, and the Co-chairs.

Group discussed that they want to know if a specific task was completed or not, and how well it was completed.

Group discussed that they also want to know the effectiveness of the Director in developing work plans.

Group discussed that they want to know how well the Director performs in resolving conflicts, be it with the grantee and Council Members, fellow Council Members, Council Members and Council Support, or the public and Council Members, etc.

Group discussed that they want to know how well the Director performs as a leader.

CM Hicks suggested having a broad question for Council Members eliciting comments about what their perception is about the role of the Council Director.

Group discussed that they want the evaluation to be more about the program, rather than the individual holding the position. They added that Mr. Burns, ED of Shanti, also needs to have specific information regarding the specific person filling that position.

Committee discussed the matter of whether there was a deadline, possibly mid-November, for the evaluation and survey to be completed and distributed to Council Members.

Committee thanked Council Support Parker for all her work on this matter. Incorporating discussed revisions, Committee voted to approve the Evaluation form. No objections, all in favor.

ACTION: Council Support to modify the Planning Council Support Evaluation form as discussed and distribute to Evaluation Committee members by Friday, October 14.

8. Evaluation Policies & Procedures Review- VOTE
Committee reviewed the draft policies and procedures identified for the Evaluation Committee: Grantee Assessment Procedures, Monthly and Quarterly Council meeting Evaluations, and Annual Planning Council Evaluations. Committee discussed any relevant changes. Council Support noted recommended changes.

Committee voted to approve the draft policies. No objections, all in favor.

ACTION: Council Support to modify the Evaluation Committee policies and procedures and incorporate final draft into the Policy & Procedure Manual.

9. Council Meeting Evaluations- 6 Month Review

Council Support Wilhelmina Parker reviewed the compilation of the January-June 2005 Council Meeting evaluations. Committee reviewed this document, as well as the template evaluation form.

Committee requested to have Meeting Evaluation as a standing agenda item. Additionally, it was suggested to have the evaluation forms handed out individually to Members (perhaps during the dinner break), and to have a designated location for the evaluation forms to be returned.

Committee discussed that the evaluation results also reflect the work of Council Support.
Committee discussed that there should be a better process to suggest agenda items.
Committee discussed the possibility of having members of the public complete meeting evaluations, but decided not to act on it at this time.

ACTION: Bring the 6-Month Report to the next Steering Committee meeting.

ACTION: Council Support to ensure Meeting Evaluation is a standing agenda item, is distributed to everyone present, and a designated place to return completed forms is identified.

10. Prioritization & Allocation Process Evaluation
Council Support Wilhelmina Parker reviewed with Committee the "Summary Evaluation Report on the Prioritization and Allocation Summit." (Document on file at Council Support Offices).

Group agreed that in the future, Evaluation will recommend to Planning Committee that a two-day summit works well, the format works well, but that Prioritization must be completed in day one, so that allocation can be focused on for day two.

Committee discussed that it would be helpful to have more breaks or built-in activities to encourage people moving around rather than trying to sit for 8 hours.

ACTION: A brief list of recommendations from Evaluation will be forwarded to Planning Committee in November meeting.

11. Open Committee Co-chair Nominations- VOTE .

CM Allgaier nominated CM Hicks. Seconded.

CM Hicks announced her additional duties and responsibilities at her job, and if taking co-chair position could not begin until January 2006.

CM Allgaier nominated CM Spaeth. She indicated that she would accept but she cannot attend Steering Committee meetings.

No objections. Vote in favor of Co-Chair Spaeth and Co-Chair Hicks.

ACTION: Add Co-Chair Spaeth and Co-Chair Hicks to Steering Committee mailing list and sign-in sheet. Note co-chair names on Committee Assignments list and committee sign-in sheet.

12. Next Meeting Date & Agenda Items
Next meeting date is scheduled for Monday, November 3, from 5-7 pm at 25 Van Ness.

Co-Chair Hicks adjourned the meeting at 6:45pm.

Potential Agenda items for next month: Look at recommendations for planning.

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
Evaluation Committee Draft Agenda
Monday, November 7, 2005
Project Open Hand Main Conference Room
730 Polk Street, 3rd Floor
5:00-7:00 p. m
NOTE: MEETING LOCATION

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *October 3, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Council Support Evaluation- VOTE *The Committee will review modifications to the Council Support Evaluation and then vote whether to approve the evaluation for distribution.*	Group	5:20
8. Prioritization & Allocation Process Evaluation *The Committee will develop a list of recommendations to forward to Planning Committee regarding the evaluation of the Prioritization & Allocations process.*	Group	5:45
9. Next Meeting Date & Agenda Items *Next meeting date is scheduled for Monday, December 5, 2005 from 5-7 pm.*	Group	6:55

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HIV Health Services Planning Council
Evaluation Committee Draft MINUTES
Monday, November 7, 2005
Project Open Hand Main Conference Room
730 Polk Street, 3rd Floor
5:00-7:00 p. m

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Committee Members Present: Mary Lawrence Hicks (Co-chair); Valerie Flood; Tracy Brown; Randy Allgaier
Committee Members Absent: Sparkie Spaeth (Co-chair - excused); Anita Booker (excused)
Other Council Members Present: Billie-Jean Kanios
Council Support Present: Wilhelmina Parker; Skot Jonz
Others Present: None

1. Introductions
Without the presence of Co-chairs at the beginning of the meeting CM Allgaier called the meeting to order. Those present were familiar with each other, so introductions were not necessary.

2. Review/Approve Agenda
The Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve Minutes ***October 3, 2005 Minutes***
The minutes from October 3, 2005 were reviewed by Committee and approved by consensus.

4. Announcements
Council Support Wilhelmina Parker announced that she has accepted a new position as Volunteer Services Manager at Shanti and will no longer be working with the Council, effective November 21. She expressed mixed emotions around her resignation and thanked the Evaluation Committee for helping her understand and learn through this process.

CM Allgaier announced that in light of CS Parker's departure that this Committee would need to have a discussion regarding how the Evaluation Committee can continue its work without this important staff person.

5. Public Comment
There were no public comments.

6. Steering Committee Update
The Committee reviewed the activities and discussions of the latest Steering Committee meeting.

7. Council Support Evaluation- VOTE
Council Support Parker reviewed the modifications made to the Council Support Evaluation. (Document on file at Council Support Offices). She indicated that the only committee member who responded to her email solicitation for recommendations and changes was Co-Chair Spaeth. Committee reviewed those recommendations and made additional recommendations for changes. Council Support noted and agreed to make changes as discussed.

After making suggestions, Committee voted whether to approve the Council Support Evaluation (as modified) for distribution.

Committee discussed who would be the point person to distribute the survey. Committee discussed that perhaps CS Parker could be hired as a consultant and would not have a conflict of interest. CM Brown also mentioned that he has an intern who could be made available to perform this task. Co-Chair Hicks agreed to discuss the matter with Council Director.

Co-Chair Hicks moved to approve the Council Support Evaluation document, as modified. Seconded.
Discussion. None.
VOTE: unanimous in favor; one abstention (Brown – not eligible to vote).
The motion carried.

ACTION: Council Support to modify the Council Support Evaluation as discussed and distribute to Evaluation Committee members via email by 11/14/05.

ACTION: Committee will report to Steering Committee regarding their approval of Council Support Evaluation document, and the plans to distribute and begin collecting evaluation data.

8. Prioritization & Allocation Process Evaluation
The Committee discussed the development of a list of recommendations to forward to Planning Committee regarding the evaluation of the Prioritization and Allocations process.
Council Support reviewed with Committee regarding specific recommendations.

Committee agreed to put these recommendations in writing and present to Planning Committee at their December meeting, since it is not on their November agenda.
Council Support made a note of the specific recommendations and will put them in writing.

ACTION: Council Support Parker to put into writing bulleted recommendations regarding P/A Process from Evaluation Committee submitted to Planning Committee in time for their December committee meeting.

ACTION: Include discussion of Evaluation Committee Recommendations on P/A Process to December Planning Committee meeting.

Committee continued with a discussion regarding the matter of Unfunds and the decision at the most recent Full Council Meeting. Committee also discussed how to deal with the matter in the future. One is a plan for next year; the re-written Unfunds Policy to be approved at November Council Meeting; move toward having Steering Committee the power to address these issues when they arise; and request that the AIDS Office present similar future proposals in writing.

9. Next Meeting Date & Agenda Items
Next meeting date is scheduled for Monday, December 5, 2005 from 5-7 pm.
Potential agenda items include:
Update on Council Support Evaluation
Review list of Recommendations from Evaluation to Planning Committee regarding Prioritization Process.

C0-Chair Hicks adjourned the meeting at 6:40 p.m.
Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

HIV HEALTH SERVICES PLANNING COUNCIL
EVALUATION COMMITTEE DRAFT AGENDA
Monday, December 5, 2005
25 Van Ness Avenue, Room 330A
5:00-7:00 pm

Item	Presenter	Time
1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve Minutes *November 7, 2005 Minutes*	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. Council Support Evaluation- POSSIBLE VOTE *Staff update and report.*	Group	5:20
8. Prioritization & Allocation Process Evaluation -VOTE *Review and approve with recommendations to be forwarded to the Planning Committee.*	Group	5:45
9. Next Meeting Date & Agenda Items *Next meeting date and location to be discussed (due to January 16th MLK day).*	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV HEALTH SERVICES PLANNING COUNCIL
EVALUATION COMMITTEE DRAFT AGENDA
Monday, December 5, 2005
25 Van Ness Avenue, Room 330A
5:00-7:00 pm

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
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HIV Health Services Planning Council
Evaluation Committee Draft MINUTES
Monday, December 5, 2005
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 p.m.

Committee Members Present: Mary Lawrence Hicks (co-chair); Valerie Flood;
Committee Members Absent: Anita Booker (leave of absence); Sparkie Spaeth (excused); Randy Allgaier; Tracy Brown
Other Council Members Present: None
Others Present: None
Council Support Present: Skot Jonz

[Due to a scheduling conflict the meeting was moved to Room 330B.]

1. Introductions
Co-Chair Hicks called the meeting to order at 5:25 p.m.

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2. Review/Approve Agenda
Without quorum the agenda was not approved.

3. Review/Approve Minutes *November 7th, 2005*
Without quorum the minutes from November 7, 2005 were not approved.

4. Announcements

5. Public Comment

6. Steering Committee Update
The Co-chairs will present a monthly update and further discussion of function and purpose of the Steering Committee.

7. Council Support Evaluation – POSSIBLE VOTE
Staff update and report.

8. Prioritization and Allocation Process Evaluation - VOTE
Review and approve with recommendations to be forwarded to the Planning Committee.

9. Next meeting date & agenda items

The next meeting date and location to be discussed (due to January 16th MLK day).

Mission Statement: *To evaluate and monitor the impact of Council decisions on service delivery systems for.*

HIV HEALTH SERVICES PLANNING COUNCIL

Evaluation Committee Draft Agenda

Wednesday, January 4th, 2006

25 Van Ness Avenue, Room 330B

5:00-7:00 pm

1. **Introductions**	Group	5:00
2. **Review/Approve Agenda**	Group	5:03
3. **Review/Approve Minutes** *November 7, 2005 Minutes*	Group	5:05
4. **Announcements**	Group	5:07
5. **Public Comment**	Public	5:10
6. **Steering Committee Update** *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. **Council Support Evaluation** *Staff update and report.* *Committee will discuss report format and requirements.*	Group	5:20
8. **Next Meeting Date & Agenda Items** *Next meeting date and location will be Monday, February 6th, 2006*	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV HEALTH SERVICES PLANNING COUNCIL

Evaluation Committee Draft Agenda

Wednesday, January 4th, 2006
25 Van Ness Avenue, Room 330B
5:00-7:00 pm

1. **Introductions**	Group	5:00
2. **Review/Approve Agenda**	Group	5:03
3. **Review/Approve Minutes** *November 7, 2005 Minutes*	Group	5:05
4. **Announcements**	Group	5:07
5. **Public Comment**	Public	5:10
6. **Steering Committee Update** *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. **Council Support Evaluation** *Staff update and report.* *Committee will discuss report format and requirements.*	Group	5:20
8. **Next Meeting Date & Agenda Items** *Next meeting date and location will be Monday, February 6th, 2006*	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE DRAFT AGENDA

Monday, February 6th, 2006
DPH, 25 Van Ness Avenue, Room 330A
5:00-7:00 pm

1. **Introductions**	Group	5:00
2. **Review/Approve Agenda**	Group	5:03
3. **Review/Approve Minutes** *November 7, 2005 and December 5, 2005 Minutes*	Group	5:05
4. **Announcements**	Group	5:07
5. **Public Comment**	Public	5:10
6. **Steering Committee Update** *The Co-chairs will present a monthly update of the Steering Committee activities and discussions.*	Co-chairs	5:15
7. **Council Support Evaluation** *Staff update and report.* *Committee will discuss report format and requirements.*	Group	5:30
8. **Review the January 27th Annual Retreat Discussion of the Work Plan for the Evaluation Committee - VOTE** *The Committee will review discussions from the retreat about the Work Plan of the committee and develop committee work plan.*	Group	5:45
9. **Next Meeting Date & Agenda Items** *Next meeting date and location will be Monday, March 6th, 2006, at the same location.*	Group	6:55

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE DRAFT MINUTES

Monday, February 6th, 2006
DPH, 25 Van Ness Avenue, Room 330A
5:00-7:00 pm

Committee Members Present: Mary Lawrence Hicks (co-chair); Sparkie Spaeth (co-chair); Valerie Flood; Tracy Brown; Randy Allgaier
Committee Members Absent: Anita Booker
Other Council Members Present: None
Others Present: None
Council Support Present: Jack Newby; Enrique Asis; Skot Jonz

1. **Introductions**
Co-Chair Hicks called the meeting to order at 5:07 p.m. and those present introduced themselves.

2. **Review/Approve Agenda**

Committee reviewed the agenda and it was approved by consensus.

3. **Review/Approve Minutes**
Committee reviewed the minutes from November 7, 2005. The minutes were approved by consensus.
The minutes from December 5, 2005 and January 2006 were not reviewed as those meetings were cancelled.

4. **Announcements**

Jack Newby mentioned that staff member, Enrique Asis will be staffing this committee and Membership Committee. He is the new Training and Evaluation Coordinator.

5. **Public Comment**

No public comments.

6. **Steering Committee Update**
Co-Chair Hicks reviewed the activities and discussions from the recent Steering Committee meeting and Steering Committee retreat. Items identified for special attention by this committee will be discussed in agenda item 8 below.

7. **Council Support Evaluation**

Council Support Jack Newby and Enrique Asis provided an update on the status of the Council Support Evaluation.

The response rate has been:
General Council Members during 2005– 66% response rate
Considering those members who had attendance issues in 2005: close to 100% response rate.
Steering Committee and Stakeholders Evaluation – 57% response rate.

Low response rate from AIDS Office staff.
Staff Evaluation – 100% response rate.

Jack added that a 3-5 page narrative will be added to the final report.
Committee discussed the actions of Evaluation Committee with the final report which should be available to this committee in March. Issues of concern:

- Co-Chairs of Council will need to communicate any concerns to Kevin Burns (E.D. of Shanti) and decide how to do this, probably in Executive Session for confidentiality purposes.
- Any concerns that have potential implications in the Shanti contract with AIDS Office will be communicated to the AIDS Office and Shanti.

8. **Review the January 27th Annual Retreat Discussion of the Work Plan for the Evaluation Committee - VOTE**

Committee reviewed the draft Work Plan and Comprehensive Plan Implementation discussed at the recent Annual Retreat. Committee discussed that this Committee has the prerogative to adjust these goals as they see fit.

Committee Goals include the following:

- Monitor Action Plan, and MOU
- Comprehensive Plan Goal 1 (EMA Equity and Integration) and Small Scale Needs Assessment
- Evaluation Prioritization and Allocation Process
- Centers of Excellence Monitoring
- Complete Council Support Evaluation and Planning Council Evaluation
- Council Attendance, Develop Interview Process with Membership Committee

Committee agreed that many of these issues cannot be evaluated for at least another year, since they are fairly new programs, and will need to arrange collaboration with other committees in accomplishing these goals.

Committee discussed other matters of concern related to this committee:

- Evaluation of issues to increase Council Member retention.
- How people may not feel part of the process – Committee Structure vs. Council Structure. The former may not bring everyone into the beginning conversations which can cause confusion and distrust.
- More time to give context of matters up for vote
- Break – off into small groups at Council Meetings for more intimate discussions

Committee discussed actions that could address these issues:

- More thorough orientation and training, including mock meetings to give basic understanding of Robert's Rules and other meeting procedures; and history of Council and main issues.
- Better identify goals and expectations of candidates and new members.
- Cultural competency trainings
- Consumer meetings prior to Council Meetings.
- Evaluate Council Structure and identify changes.
- Possible quarterly meetings of consumers to discuss concerns and issues.
- Integration of Committee Reports instead of simply reporting

- Review Evaluation Committee Recommendations to determine what is/is not successful.
- What could be done to be a catalyst for systemic changes

One of the major issues identified include: that people need to feel energized around the issues being discussed in the Council. Committee prioritized the goals as follows:

ONGOING GOALS REQUIRING ADDITIONAL TIME AND THOUGHT:
Planning Council Evaluation of Structure and Cultural Competency
Membership Retention
Geographic Equity/Integration
Evaluation of COE (begin assessment discussions in final quarter of 2006)

SHORT TERM GOALS THAT MAY BE EASILY ACCOMPLISHED AND ADDED TO WORK PLAN WITH DUE DATES (CHECK-OFF ITEMS):
Evaluation of P/A Process (within 2 months after August P/A Meeting)
Monitoring Action Plan MOU (Report 6 months and 12 months after being signed)
Council Support Evaluation (completed by April)

CM Brown moved to approve the SHORT TERM GOALS identified by Steering Committee Retreat and prioritized by Evaluation Committee with specific dates of completion as discussed.
Seconded.
Discussion.
VOTE: Unanimous in favor of approving Evaluation Committee Goals.

CM Allgaier moved to make a recommendation to Steering for the LONGER TERM GOALS for ongoing work and no specific completion date. And develop a structure for committees involved.
Seconded.
VOTE: Unanimous in favor of CM Allgaier's motion.
ACTION: COUNCIL SUPPORT TO INCORPORATE THESE GOALS INTO THE WORK PLAN AS DISCUSSED.

9. **Next Meeting Date & Agenda Items**
Committee identified the following as possible agenda items for the March 6, 2006 Evaluation Committee meeting:

- Review and Discussion of Prior Planning Council Evaluation
- Review and Discussion on Council Support Evaluation Report (and how to report and decide on recommendations to Steering and Full Council).
- Review and discussion of update on Work Plan and Prioritize.
- Update on Status of MOU
- Report Back from Steering Committee Recommendation on long range projects.

Co-Chair Hicks adjourned the meeting at 6:39 p.m.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* AGENDA

Monday, March 6th, 2006
SFDPH, 25 Van Ness Avenue, Room 330A
5:00-7:00 pm

06-02-07P12:17

1. Introduetions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve the *February 6th, 2006* Minutes	Group	5:05
4. Announeements	Group	5:07
5. Publie Comment	Public	5:10
6. Steering Committee Update	Co-chairs	5:15

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

7. Review and Discussion on Counеil Support Evaluation Report	Group	5:55

The Committee will discuss how to report and make recommendations to the Steering Committee and Full Council

9. Review and Diseussion of Update on Work Plan and Prioritize	Group	6:05
10. Update on Status of MOU (Memorandum of Understanding) with San Franeiseo Department of Publie Health HIV Health Serviees	Group	6:20
11. Discussion Regarding the Planning Counеil's Structure, Evaluation and Next Steps	Group	6:25
12. Next Meeting Date & Agenda Items	Group	6:55

*Next meeting date and location will be **Mouday, April 3rd, 2006**, at the same location.*

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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EVALUATION COMMITTEE *DRAFT* MINUTES

Monday, March 6th, 2006
SFDPH, 25 Van Ness Avenue, Room 330A
5:00-7:00 pm

Committee Members Present: Mary Lawrence Hicks (co-chair); Sparkie Spaeth (co-chair); Tracy Brown; Valerie Flood
Committee Members Absent: Randy Allgaier (excused); Anita Booker (resigned)
Other Council Members Present: None
Others Present: None
Council Support Present: Enrique Asis, Gilda Mansour, Skot Jonz

1. Introductions
Co-Chair Hicks called the meeting to order at 5:10 p.m. and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve the *February 6th, 2006* Minutes

Committee reviewed the minutes from the February 6, 2006 Evaluation Committee meeting and they were approved by consensus.

4. Announcements

The following announcements were made:

- Co-Chair Hicks announced the resignation of CM Booker
- Council Support announced COA Community Meeting this Wednesday at TARC, and Co-Chair Hicks encouraged Council Members to attend.

5. Public Comment

No public comments.

6. Steering Committee Update

Committee discussed Steering Committee activities and discussions.

7. Review and Discussion on Council Support Evaluation Report

Gilda Mansour reviewed with Committee the Council Support Evaluation Report, highlighting strengths and weaknesses. Committee discussed the best way to report the results and make recommendations to the Steering Committee and Full Council. It was agreed to leave the report as is and research specific issues of concern, specifically around the use of consultants.

Committee discussed how to clarify the survey questions for next year, in addition to having the person who tabulates the result and compiles the information be involved in composing the survey questions. Committee made suggestions to Gilda regarding how to clarify the report.

Committee discussed recommendations to make regarding the response rate. Committee discussed a progress report on how to monitor issues of concern. Committee discussed issue of anonymity and whether to provide hard copies at Council meetings with self-addressed envelopes to accommodate those without access to a computer, and/or have an intern assist with completion of surveys for those who need it. Committee discussed the feasibility of sending surveys to former Council Members and AIDS Office staff who may likely not respond.

Committee requested Gilda Mansour to present the report at Full Council: and Co-Chair of Evaluation Committee to provide a follow-up report on Committee evaluation of the report and recommendations.

ACTION: Council Support to add Gilda Mansour and Evaluation Co-Chairs to Steering and Full Council March agenda regarding Council Support Evaluation Report (put late on agenda to accommodate Gilda's schedule).

8. Review and Discussion of Update on Work Plan and Prioritize

Committee reviewed and discussed the Work Plan and made updates and prioritized action items.

Committee discussed how to monitor the Action Plan MOU. Committee will continue discussion next month with six month timeline in mind.

Committee discussed issues around retention and cultural competency and how to address some of the issues and discussed a time frame.

9. Update on Status of MOU (Memorandum of Understanding) with San Francisco Department of Public Health HIV Hlth Services

Council Support provided an update on the Status of the MOU with the Grantee and indicated that it had been approved by Full Council in February and is scheduled to be signed next week. Committee will make plans to evaluate the MOU within six months.

10. Discussion Regarding the Planning Council's Structure, Evaluation and Next Steps

Committee discussed the Planning Council's Structure and considered next steps. Evaluation Committee unanimously recommends to Steering Committee to merge I&P Committee and Evaluation Committee.

ACTION: Add Motion – VOTE- to Steering Agenda regarding Recommendation from Evaluation Committee to merge with I&P Committee, and if approved forward to Full Council.

Committee discussed reviewing past results of evaluation forms, including the Council Evaluation completed a few years ago.

ACTION: Council Support to locate and provide copies of Council Evaluation to Evaluation Committee members.

Committee discussed how to create and implement an Exit Interview for departing Council Members.

Committee discussed the importance of researching and evaluating Council Member retention and how to improve the situation, including how to determine past council member attendance issues prior to formation of Committee Structure with research in files and database. Number of Consumers and length of service compared to providers. Also determine if other EMAs have similar data regarding consumer participation for comparison purposes.

ACTION: Council Support to provide guidance to Gilda Mansour regarding compilation of information regarding consumer retention and other data.

ACTION: Council Support to provide monthly Membership Attendance Reports to Evaluation Committee in addition to Membership Committee.

Committee agreed to complete a thorough evaluation before making any sweeping changes to Council structure. Short term goals include gathering data with regard to past retention and current attendance, and review of other EMA information.

Committee agreed as a first step to begin working on designing an Exit Interview.
Three Month Goals:

- Review the results of last evaluation of council 2-3 years ago
- Review results of meeting evaluations
- Gilda to review what it will take to query data base to determine retention of members prior to Committee structure of Council; and assess what it would take to go back further
- Report on Committee Meeting attendance (past three years)

- Report on Committee Structures in past years (i.e., ad hoc committees); compare to how attendance was affected by increased number of ad hoc committees.
- Prepare Draft Exit Interview

ACTION: Council Support to determine existence of an Exit Interview document and whether there is a policy with regard to Exit Interview. If available, provide to Evaluation Committee for review.

Evaluation Committee recommends that Membership Committee develop a policy for implementation of Exit Interview for Evaluation of data.

Within the coming month:
Update on items mentioned. Scope of project, accessibility of data.

Committee discussed the need to review the core functions and Mandate of the Full Council and determine whether the committee structure is fulfilling this or detracting from it.

Committee discussed the need to simplify data presentations, and instead of providing better data, it seems that they have been presenting more data that may not necessarily be better.

11. Next Meeting Date & Agenda Items

Committee identified the following potential agenda items for the next meeting on Monday, April 3rd, 2006:

- Continue discussion on Planning Council Support Evaluation Report to Steering and Full Council
- Extra copies of MOU – Committee to discuss Evaluation of Action Plan MOU; and begin planning an evaluation template.
- Review Structure and Evaluation Issues
- Gilda Mansour and Council Support report to Committee with regard to Consumer Retention data
- Status of Motion regarding Integration of I&P and Evaluation Committees

Co-Chair Hicks adjourned the meeting at 7 p.m.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* AGENDA

Monday, April 3rd, 2006
SFDPH, 25 Van Ness Avenue, Room 330A
5:00-7:00 pm

1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve the *March 6th, 2006* Minutes	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update	Co-chairs	5:15

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

7. Review and Discussion on Council Support Evaluation Report	Group	5:55

The Committee will discuss how to report and make recommendations to the Steering Committee and Full Council

8. Review and Discussion of Update on Work Plan and Prioritize	Group	6:05
9. Recommendations 2004 Evaluation Council's Structure	Randy Allgaier, Co-Chair	6:25
10. Discussion Regarding the Planning Council's Structure, Evaluation and Next Steps	Group	6:40
11. Next Meeting Date & Agenda Items	Group	6:55

*Next meeting date and location will be **Monday, May 1st, 2006**, at the same location.*

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV HEALTH SERVICES PLANNING COUNCIL
Evaluation Committee *Draft* MINUTES

Monday, April 3rd, 2006
SFDPH, 25 Van Ness Avenue, Room 330A
5:00-7:00 pm

Committee Members Present: Mary Lawrence Hicks (co-chair); Sparkie Spaeth (co-chair); Tracy Brown; Valerie Flood; Randy Allgaier
Committee Members Absent: None
Other Council Members Present: None
Others Present: None
Council Support Present: Enrique Asis, Susan Latham

1. Introductions
Co-Chair Hicks called the meeting to order at 5:04 p.m. and those present introduced themselves.

2. Review/Approve Agenda
Committee reviewed the agenda and it was approved by consensus.

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3. Review/Approve the March 6th, *2006* Minutes
Committee reviewed the minutes and approved them by consensus.

4. Announcements
The following announcements were made:

- CM Allgaier met with Supervisor Sophie Maxwell, who had invited representatives of BCA (Black Coalition on AIDS) to attend.
- The Needs Assessment was presented at the Health Commission Joint Meeting and an abbreviated version will be presented to the full Commission by Harder & Co.

5. Public Comment

There was no public comment.

6. Steering Committee Update
Committee discussed Steering Committee activities and discussions.

- Discussed housing issues in the context of the reduction of funds, and the subsequent vote at Full Council
 - HRSA (Health Resources and Services Administration) rules on housing for CARE Titles I, II and IV
 - 24-month limit
 - payer of last resort
 - EMA (Eligible Metropolitan Area) must prove it is this only option
 - No mention of "grandfathering"
 - Letter requesting TA (Technical Assistance) will be sent to HRSA, HIV/AIDS Bureau signed by Council Co-chairs and Michelle Long, HIV Health Services

ACTION: Email letter to Housing Work Group and Planning Committee

- Merging of I&P (Infrastructure and Policy) and Evaluation Committee
 - Co-chairs of both committees should meet and report to the Steering Committee
- COA (Community Outreach and Advocacy) currently has no leadership
- Duties that are shared with other committees should be reviewed

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7. Review and Discussion on Council Support Evaluation Report

Next Steps

- The evaluation process was reviewed, as well as the hiring and supervisory structure of the Director. It was noted that the policy regarding the supervision of the Director ha not been approved. Council employees are Shanti personnel, the Shanti Director is part of the process and would recommend (Director only) to the Steering Committee. The contractual relationship with Shanti is the best case scenario.

8. Review and Discussion of Update on Work Plan and Prioritize

- ***This item will be a STANDING ITEM for this committee.***
- MOU (Memorandum of Understanding) with HIV Health Services (Department of Public Health) has been signed
 - review in November 2006.
- Equity and Integration
 - Review in September 2005
- Look at the Tri-County (San Francisco, San Mateo and Marin) system of care
 - bring in planning groups from San Mateo and Marin
- Define "Integration"; have a brainstorming session
- Small Scale Needs Assessment
 - Suggested by Harder & Co to look at certain populations; include elder population and San Mateo and Marin counties
 - COA having Community Meetings and Forums: look at data to create questions for the Forums
 - Report to Steering Committee
- CoE (Centers of Excellence) monitoring
 - Wait approximately 18 month, until they've been up and running
 - Begin discussion about evaluation and include HIV Health Services office

9. Recommendations 2004 Evaluation Council's Structure

- "Summary of 2004 Evaluation of the Council Structure, Conclusions and Recommendations" cited and discussed:

***Recommendation #4**: As the Membership Committee annually assigns members to Home Committee, ensuring the broadest diversity possible on each committee must be one of the factors used in determining final committee composition for all Council committees.*

- need for guidance in membership assignments
- education members on committee functions

***Recommendation # 5**: Committees have done a good job ensuring that committee members are heard and respected. Co-Chairs must continue to make room for differing points of view while facilitating a process that leads to conclusions agreed to by the largest majority of all members.*

- Committee structures changed in 2003
 - Implementation and Evaluation Committee ended
 - People Living with AIDS Caucus ended
 - I&P developed to interact with HIV Health Services
 - Change happened too quickly; not enough discussion, but the structure is better
 - When there were no committees, the Council met twice a month.

 - Consumers do not have a place where they have support
 - There seems to be less discontent at the Council meetings.
 - Communication between the Committees could be improved
 - Each committee could present annually at a Full Council meeting.
 - Review what has been done and what has not been accomplished
- Membership
 - attendance concerns: always an issue
 - creating an Exit Interview
 - difficulties of a historical review
 - should there be a "dating" period
 - have a joint meeting with the Membership Committee at June 12th meeting
- Orientations have improved
- The Council is now more able to bring in members; there will always be issues for consumers
- Overcoming issues of perceived power and find ways to facilitate transparency
- Committee reports should be "enlivened"
- Director report on Integrated Work Plan semi-annually
- Council Member Brown said he would donate a Sticky Wall that the Council could use as a visual aid for Key Committee Events at Council Meetings:

***Recommendation # 6**: In order to ensure that all committees are chaired as excellently as possible – it is important for Committee Co-Chairs to assess their individual strengths and weaknesses and develop a plan between the co-chairs that relies on each others' individual strengths.*

10. Discussion Regarding the Planning Council's Structure, Evaluation and Next Steps

This item was discussed during Item 9.

11. Next Meeting Date & Agenda Items

Committee identified the following potential agenda items for the next meeting on Monday, May 1st, 2006:

- Annual Presentation by each Committee recommendation to Steering Committee
- Sticky Wall/Flow Chart
- Director report to Council on committee accomplishments

Co-Chair Hicks adjourned the meeting at 6:45pm.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* AGENDA

Tuesday, May 16th, 2006
The Santa Barbara Room
Milton Marks Conference Center
455 Golden Gate Avenue (Polk & Larkin)
5:00-7:00 pm
PLEASE NOTE LOCATION CHANGE!

1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve the *April 3rd, 2006* Minutes	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update	Co-chairs	5:15

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

7. Review and Discussion of Update on Work Plan and Prioritize	Group	6:05
8. Discussion Regarding the Planning Council's Structure, Evaluation and Next Steps	Group	6:25
9. Determination of Evaluation Next Steps	Group	6:45

Committee develops plan on Report of Recommendations to the Steering Committee.

10. Next Meeting Date & Agenda Items	Group	6:55

*Next meeting date and location will be **Monday, June 5th, 2006**, at 25 Van Ness Avenue, Room 330A.*

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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V HEALTH SERVICES PLANNING COUNCIL

ALUATION COMMITTEE MEETING

onday, June 5th, 2006

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION AND INFRASTRUCTURE & POLICIES JOINT COMMITTEES *DRAFT* AGENDA

Thursday, July 6th, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm

1. Introduetions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Review/Approve Previous Committees' Minutes: I&P June 1, 2006; Evaluation April 3, 2006 and May 16, 2006 - VOTE	Group	3:35
4. Announeements	Group	3:39
5. Public Comment	Public	3:43
6. Steering Committee Update	Co-chairs	3:45

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

7. Review and Diseussion on Work Plan and Committee Assignments – VOTE Group 3:55

8. Diseussion Regarding Council's Structure: Merging Evaluation and I & P Committees – VOTE Group 4:15

9. Review of Policies and Procedures for Approval – VOTE Group 5:00

10. Next Meeting Date & Agenda Items Group 5:20

*Next meeting date and location will be **Mouday August 3, 3:30 – 5:30, or Mouday, August 7, 2006, 5:00 – 7:00** at 25 Van Ness Avenue, Room 330A.*

Evaluation Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

I&PMission Statement: To ensure the Council activities, policies and procedures, support Council priorities and responsibilities, and monitor and enhance the relationship between the Council and the grantee.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION AND INFRASTRUCTURE & POLICIES JOINT COMMITTEES DRAFT MINUTES

Thursday, July 6th, 2006
DPH, 25 Van Ness Avenue, Room 330A
3:30-5:30 pm

1. Introductions

The meeting was called to order at 4:35 pm. and everyone introduced themselves.

2. Review/Approve Agenda

Motion (Benham/Siron) to approve the agenda passed unanimously by I&P.

There was no public comment.

Motion (Allgaier/Hicks) to approve the agenda passed unanimously by Evaluation.

3. Review/Approve Previous Committees' Minutes: I&P June 1, 2006; Evaluation April 3, 2006 and May 16, 2006 - VOTE

Motion (Benham/Siron) to approve the minutes passed unanimously by I&P.

Motion (Allgaier/Spaeth) to approve the minutes passed unanimously by Evaluation.

There was no public comment.

4. Announcements

Director Jack Newby introduced new council support staff Ray West.

5. Public Comment

There was no public comment

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6. Steering Committee Update

There was no update.

There was no public comment.

7. Review and Discussion on Work Plan and Committee Assignments – VOTE

This item was tabled.

There was no public comment.

8. Discussion Regarding Council's Structure: Merging Evaluation and I & P Committees – VOTE

Council Co-Chair Randy Allgaier provided a history of the discussion of this issue. While at first, quorum concerns led to the discussion, a sense developed that the overlapping jurisdictions of the two committees might mean a merger would improve workflow and ease the quorum problem at the same time.

Committee Co-Chair Charles Siron said that the entire structure of the Council was implicated.

Co-Chair Ayisha Benham asked for a description of the jurisdiction of the Evaluation Committee. This led to a description of that committee's work as well as to a comment that the various jurisdictions of the separate committees needs to be made known better. Many of the proposals by Evaluation are then assigned to I&P. It made better sense to have the body that identifies a problem have a role in solving it. There was agreement that eliminating layers to the decision making process would benefit the Council.

There was some discussion about the evolution of the Steering Committee into an executive committee.

A unanimous consensus developed with the idea of the Co-Chairs reviewing the respective committees' work plans so that there could be a September recommendation to Steering to merge the two committees for the next year with the mission of evaluating the Council's structure and making recommendations at the end of that year by June 2007.

There was no public comment.

9. Review of Policies and Procedures for Approval – VOTE

A draft proposal was presented concerning the Yahoo group.

Motion (Benham/Sirou) to adopt the policy as amended passed unanimously.

Yahoo group policy, amend spam into it.

Discussion of the distinctions between advocacy and lobbying

The policy concerning committee and work-group motions was adopted by unanimous consent.

Motion (Benham/Siron) to approve the Media policy previously adopted was approved unanimously.

There was no public comment.

10. Next Meeting Date & Agenda Items

> *Next meeting date and location will be* ***Thursday, August 3, 3:30 – 5:30, or Monday, August 7, 2006, 5:00 – 7:00*** *at 25 Van Ness Avenue, Room 330A.*

The August and September meetings of these two committees will be separate.

The meeting adjourned at 4:57 pm.

HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* AGENDA

Monday, August 7th 2006
SFDPH, 25 Van Ness Avenue, Room 330B
5:00-7:00 pm

1. Introductions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve the *July 6th, 2006* Minutes	Group	5:05
4. Announcements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update	Co-chairs	5:15

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

7. Review and Discussion on Meetings Evaluations Summaries	Group	5:30
8. Monitor MOU & Action Plan with Grantee	Group	6:00
9. Discussion How to Review & Monitor COE (what info needed)	Group	6:15
10. Assess Training Program	Group	6:40
11. Next Meeting Date & Agenda Items	Group	6:55

*The next meeting date will be **Monday, September 4th, 2006**, which is **LABOR DAY**. The committee will discuss possible time, date and location.*

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* MINUTES
Monday, August 7th 2006
SFDPH, 25 Van Ness Avenue, Room 330B
5:00-7:00 pm

Committee Members Present: CM Sparkie Spaeth (Co-Chair), CM Mary Lawrence Hicks (Co-Chair), CM Randy Allgaeir, CM Valerie Flood, CM Stephen Herman
Committee Members Absent: CM Tracy Brown
Other Council Members Present: CM Ken Pearce
Others Present: None
Council Support Staff Present: Ray West, Enrique Asis

1. Introductions
The meeting was called to order at 5:05 pm. by CM Hicks with general introductions.

2. Review/Approve Agenda
Approved by consensus

3. Review/Approve the *July 6th, 2006* Minutes
This item was tabled for the Next Agenda.

4. Announcements
CM Allgaeir announced that at the next council meeting the HIV Work Group (HWG) will be bringing up "call to action" document. He also announced that with respect to CARE Reauthorization, HRSA has released guidance for the next contract cycle before new reauthorization was approved by Congress. Therefore, this grant cycle may not be affected by changes since deadlines for grant submission is October 2.

CM Spaeth requested that Marin County be able to use the San Francisco evaluation materials as part of their process for this next funding cycle.

CM Pearce received an email from researchers in Buffalo linking HIV duplication and crystal methamphetamine use.

5. Public Comment
There was no public comment.

6. Steering Committee Update
CM Allgaire gave a general description of the HIV Work Group (HWG) "Call to Action" function and goals.

7. Review and Discussion on Meetings Evaluations Summaries.

Council meeting evaluations for the last 4 meetings were presented and reviewed. Discussion of specific criticism of understanding motions needs to be addressed and the with the following two (2) recommendations:

1. Motions should be presented on a screen so that it will be easier for council members to fully understand the motions and amendments.
2. Motions should be written and distributed with appropriate rationale behind the motion being presented.

Further discussion regarding Presentations criticism resulted in the following two (2) recommendations:

1. Presentations should be given to Council Members prior to meetings for adequate time to review and prepare for any questions.
2. There was also discussion regarding feedback to presenters.

There was also discussion regarding presentation relevance and timekeeping issues.

There was consensus of those attending that evaluations should be distributed to all three co-chairs and rules of engagement should be used as measuring stick as a basis of behavior assessment.

8. Monitor MOU & Action Plan with Grantee.
This item was tabled for the next agenda.

With brief discussion, consensus was to extend an invitation to the AIDS Office as Grantee to evaluate the CARE Council's responsibilities within the Memorandum Of Understanding.

9. Discussion How to Review & Monitor COE
There was discussion regarding the ability to obtain good data regarding the Centers of Excellence performance. Considerations include the effects of the start-up issues before this calendar year and the details surrounding the transfer from Integrated Service Programs to Centers Of Excellence. In the review and monitoring process other considerations include using the COE document that was set out as a measurement tool and feedback from clients should be considered.

10. Assess Training Program
This topic was not discussed.

11. Next Meeting Date & Agenda Items
Next meeting date and location will be ***Monday, September 4th, 2006****, at the same location.*

The next committee meeting will be Tuesday, September 19, 2006 at 5:00 p.m.

The meeting was adjourned at 7:05 p.m.

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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* AGENDA

Tuesday, September 19th 2006
SFDPH, 25 Van Ness Avenue, Room 330B
5:00-7:00 pm

1. Introduetions	Group	5:00
2. Review/Approve Agenda	Group	5:03
3. Review/Approve the *July 6th and August 7h, 2006* Minutes	Group	5:05
4. Announeements	Group	5:07
5. Public Comment	Public	5:10
6. Steering Committee Update	Co-chairs	5:15

The Co-chairs will present a monthly update of the Steering Committee activities and discussions.

7. Review on last Counеil Evaluation Summary and Process/Info leading to Summit Evaluation Summaries.	Group	5:20
8. Review and Diseussion on Summit Evaluations Summary.	Group	5:40
9. Monitor MOU & Aetion Plan with Grantee.	Group	6:25
10. Assess Training Program	Group	6:40
11. Next Meeting Date & Agenda Items	Group	6:55

Next meeting date and location will be ***Monday, October 2ud, 2006****, at the saue location.*

Mission Statement: To evaluate and monitor the impact of Council decisions on service delivery systems for severe need populations.

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
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HIV HEALTH SERVICES PLANNING COUNCIL

EVALUATION COMMITTEE *DRAFT* MINUTES

Tuesday, September 19th 2006

SFDPH, 25 Van Ness Avenue, Room 330B

5:00-7:00 pm

Committee Members Present: CM Sparkie Spaeth (Co-chair), CM Mary Lawrence Hicks, CM Randy Allgaier, CM Stephen Herman

Committee Members Absent: None

Other Council Members Present: None

Others Present: Susan Strong, facilitator

Council Support Staff Present: Ray West, Enrique Asis

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1. Introductions

The meeting was called to order at 5:05 p.m. by CM Spaeth (Co-Chair) and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was approved by consensus.

3. Review/Approve the *July 6th and August 7th, 2006* Minutes

July 6th approved by consensus.

Change Allgaier in minutes for August 7th, 2006

The minutes were approved as amended.

4. Announeements

CM Allgaier announced that the House Energy and Commerce Committee begins the markup of the reauthorization bill tomorrow, September 20th, 2006 and if completed by the week end prioritization will need to be redone. If this process is not complete by weeks end we will fall under current legislation.

This is of importance because the priorities currently established at the recent Prioritization and Allocation summit may differ from priorities within the new 75/25 reauthorization bill. For consideration also is that services not listed in the 75 or 25 supportive services categories may be not fundable at all. These potential eliminations include inpatient substance abuse care.

It is important to note that food programs are not fundable services in either level. However, nutritional counseling is expected to be permitted. The impact this may have on organizations like Project Open hand is unknown. However, transitional and

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emergency housing appears to be fundable categories and case management is going to be more defined and include maintaining care.

With these definitions being defined by legislation will not have to rely on HRSA regulation definitions.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The last Steering Committee was cancelled due to lack of quorum. However, CM Allgaier noted that the Center's of Excellence are prepared to do presentations at the next full council meeting. There is concern regarding the nature of appropriate questions that may be asked and Michelle Long has established three (3) areas for discussion.

7. Review on last Council Evaluation Summary and Process/Info leading to Summit Evaluation Summaries. *(Attachment A)*

Mr. Asis, Council Support, present the evaluation of the August 14th, 2006 meeting and reported this was the lowest rated ever.

In committee discussion, the correlation between the lengths of presentations, overall meeting time and thoughtfulness to the agenda timelines were considered. When presentations do not follow the agenda timelines, often scheduled items need to be rushed and not given proper consideration. In addition, when meetings do not start on time because quorum is an issue, this also is an evaluation factor.

Mike Smith, HAPN received the highest ranking. It was felt this occurred because he articulated common feeling of lack of information regarding funding and spoke to the slides instead of just reading them.

Mr. Asis has prepared an evaluation summary report of four (4) full council meetings in last 8 weeks and will bring proposals next month. *(Attachment B)*

Also of concern to CARE members noted in the evaluations was the absence of alternative funding information and the presentations of COE's.

Some committee members felt that the presentation of information process needs to be done differently and in many ways. It is currently repetitive and data heavy with no decision making connection. Also, the current process is cumbersome and does not engage people. .

CM Hicks expressed that most presentations are done through the year and are cumbersome and are very long. What if we do something different and information is presented in binder form two (2) months prior to summit. Then long meetings could be eliminated and focus could be on more pertinent things.

CM Herman suggested that Executive Summaries should come to the council highlighting points that allow CM to review information outside the meetings.

Mr. Asis was mindful that in evaluation review we should concentrate on information presented, the process, the amount of meetings and specific concrete information.

Ms. Strong recognized the factor of group growth from a year to year view and recommends when going to summary information and discussion process two (2) groups be considered:

- new people
- those not accustomed to reviewing complex data who may need to be assisted

With this, a look at the structure of the council for the next year with regard to PWA support and how to revamp committees to make it more useful should be considered.

Suggestions for further review include:

- Offering an off-line school for those to ask more detailed questions. This has not been successful in the past.
- Break-out groups similar to those conducted by HPPC.
- Finding venues to support people with data comprehension and understanding processes.

This is an acknowledgement that a lot of Council Members have been brought onto council due to life experience that is equivalent to professional experience and this can become overwhelming.

However, results will be determined by reauthorization at the end of the week.

8. Review and Discussion on Summit Evaluations Summary. ***(Attachment C)***

Ms. Strong noted that the evaluations are among the best of the meetings done in the last five years. The group had good time for discussion and people took the time to acknowledge that the process has improved over the years.

The following evaluation notes were discussed:

Day One (1)

- Small groups not done.
- See *Attachment C*, Evaluation Summarization.
- Concern regarding the consideration of public comment coaching

Day Two (2)

- Response was excellent
- Comments were expressed regarding public comment engagement. The negative comment was due to a lack of considerable feedback being felt. If there is a comment worthwhile it is good to reference it. Ms. Strong noted that, historically, we should not *acknowledge* public comment.

 Ms. Strong felt public comment should be prefaced that it is welcome and council is listening intently but a response in not to be expected.

It was noted that a strength consideration was the preparation leading up to the evaluations. If the council agrees too quickly then there may be not full enough discussion.

Also acknowledged by committee members was the nurturing abilities that eased the process exhibited by the facilitator.

9. Monitor MOU & Action Plan with Grantee.

This item was reviewed with no action.

It was established that after review, the report should be communicated to the Support staff and Co-chairs so they can have a discussion with the AIDS office. This communication will eventually go into the grantee assessment due in approximately one year.

At this time the committee agreed to review the communications section of the MOU & Action Plan. The process will be brought into the new committee and new members shall be reoriented at that time.

10. Assess Training Program

This item was not discussed and will be forwarded prior to next meeting.

11. Next Meeting Date & Agenda Items

Tentative next meeting date and location will be Thursday, October 5, 2006 at the same location.

The meeting adjourned at 6:54 p.m.

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